

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Thursday, September 12, 2019

5:30 PM

City Hall, Conference Room 2A

Personnel Commission

CALL TO ORDER**PLEDGE OF ALLEGIANCE****PUBLIC COMMENTS:**

The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

MINUTES

1. [MIN 19-097](#) Approval of Minutes for Special Meeting on June 20, 2019

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Information)

Director of Human Resources (Information)

ACTION ITEMS

2. [ACT 19-153](#) New Job Description for Associate Landscape Architect &
Revised Job Description for Landscape Architect

Attachments: [Attachment I Staff Report](#)
[Attachment II Associate Landscape Architect Job Description](#)
[Attachment III Landscape Architect Job Description](#)
[Attachment IV Development Services Dept Org Chart](#)

3. [ACT 19-158](#) Revised Job Description for Librarian II

Attachments: [Attachment I Staff Report](#)
[Attachment II Librarian II Job Description](#)
[Attachment III Library Department Org Chart](#)

4. [ACT 19-167](#) New Job Description for Personnel Operations Specialist
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Personnel Operations Specialist Job Description](#)
 [Attachment III Police Department Org Chart](#)
5. [ACT 19-177](#) New Job Description for Senior Paralegal
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Senior Paralegal Job Description](#)
 [Attachment III City Attorney's Office Org Chart](#)
6. [ACT 19-178](#) New Job Description for Senior Assistant City Attorney
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Senior Assistant City Attorney Job Description](#)
 [Attachment III City Attorney's Office Org Chart](#)
7. [ACT 19-181](#) Revised City Classification and Salary Plan for Fiscal Year 2020
 - Updated September 12, 2019 - Effective September 30, 2019
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II FY 2020 Salary Plan](#)
 [Attachment III FY 2020 Classification Plan](#)

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS****ADJOURNMENT****NEXT REGULAR MEETING – December 12, 2019**

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: MIN 19-097

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Approval of Minutes for Special Meeting on June 20, 2019

RECOMMENDATION

That the Personnel Commission reviews and approves the meeting minutes from the special meeting held on June 20, 2019.

ATTACHMENTS

Attachment I Minutes



CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Special Meeting
Thursday, June 20, 2019
Conference Room 2A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:36 p.m. on Thursday, June 20, 2019, at Hayward City Hall, Conference Room 2A.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources
Robin Young, Deputy Director of Human Resources
Lisette Del Pino, Acting Senior Human Resources Analyst
Candi Jackson, Human Resources Administrative Assistant

OTHERS PRESENT

Seema Vashi, Assistant City Attorney
Alex Ameri, Director of Public Works & Utilities

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 06.20.2019 Special Meeting	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Doris Yates	X	2	3	1	0
*Rachel Lucas	X	5	0	1	0
Allen Zargar	O	4	1	0	1
Erika Cortez	X	3	1	1	0
Mekia Fields	X	4	0	1	0
Nicolia Gooding	X	4	0	1	0
Zheefong He	X	4	0	1	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

Brenda Rojas, a Chabot College student, attended the Personnel Commission meeting to observe as a part of her class work.

APPROVAL OF MINUTES

1. Approval of May 9, 2019 Meeting Minutes (Action)

(M/S/P) (He/Cortez) Approved.

REPORTS

City Council Liaison (Information)

Council Member Salinas was unable to attend.

Director of Human Resources (Information)

Nina Collins, Director of Human Resources, reported that Human Resources has filled all of the department's vacancies. She also introduced the new Deputy Director of Human Resources, Robin Young, and shared her work history. Deputy Director Young thanked the Commission for welcoming her.

ACTION ITEMS

2. New Job Description for Assistant Director of Public Works - Utilities

Alex Ameri, Director of Public Works and Utilities gave an overview of the Assistant Director of Public Works - Utilities job specification and answered questions.

(M/S/P) (Cortez/Fields) Approved.

3. Revised City Classification and Salary Plan for Fiscal Year 2020 – Updated June 20, 2019 – Effective June 25, 2019

Nina Collins, Director of Human Resources gave an overview of the revised Classification and Salary Plan. She began with an overview of the revised Classification plan, which was updated to include the addition of the Assistant Director of Public Works – Utilities position.

Director Collins provided an overview of the revised Salary Plan. The revised Salary Plan includes the salary adjustments to the classifications in the City's classified service as a result of negotiated and approved Memoranda of Understanding between the City of Hayward and Service Employees International Unit (SEIU), Local 1021 Clerical and Related Unit, and SEIU, Local 1021 Maintenance and Operations Unit; salary increases to the Administrative Intern, Technical Intern, and Information Technology Intern classifications pursuant to the City of Hayward's Living Wage Ordinance; the salary range addition of the Assistant Director of Public Works – Utilities classification; and equity adjustments to Assistant City Attorney,

Deputy City Attorney I/II, Information Technology Manager, Economic Development Manager, Housing Manager, and Senior Library Page classifications.

(M/S/P) (Lucas/Fields) Adopted revised Classification Plan.

(M/S/P) (Cortez/Lucas) Recommended Salary Plan for Council approval.

4. Revisions to Meeting Schedule

Director Collins gave an overview of revising the Commission's meeting schedule to a quarterly basis, beginning in September after holding a special meeting in July. Candi Jackson, Human Resources Administrative Assistant, will contact Commissioners to confirm a date.

Commissioner Lucas expressed concern about changing to quarterly meetings. Specifically, if that would require an earlier start time or result in a longer meeting which would end late into the evening.

Director Collins responded that she does not anticipate meetings to go more than two (2) hours. However, things may change, and if the quarterly schedule becomes difficult to adhere to, the Commission can agendaize and revise the schedule again.

Commissioner Gooding asked if it's necessary for department directors to attend Personnel Commission meetings for their job specifications.

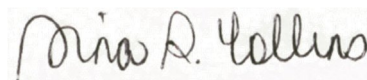
Director Collins responded that the preference is for directors to attend and answer questions that may arise that are more technical in nature. However, if they are unable to attend, they may ask Director Collins or other department staff to attend in their place.

(M/S/P) (Lucas/He) Approved.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:03 p.m.



Nina S. Collins, Director of Human Resources



CITY OF HAYWARD

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777 B Street
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File #: ACT 19-153

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Associate Landscape Architect & Revised Job Description for Landscape Architect

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the positions of Associate Landscape Architect and Landscape Architect to ensure that the employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Associate Landscape Architect is a new, journey-level, classification created in the Fiscal Year 2020 (FY20) adopted Operating Budget to provide the full range professional-level landscape architectural functions. Given the scope of work and number of Capital Improvement Projects (CIPs) in the Development Services Department, the journey-level classification will ensure technical adequacy and compliance with overall landscape goals and City regulations. The Landscape Architect is the advanced-journey level classification in the Landscape Architect classification series and oversees the City's more complex landscape architecture projects and functions. Revisions to the Landscape Architect classification were also made to reflect the advanced journey scope of work and lead direction provided to the Associate Landscape Architect.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	New Associate Landscape Architect Job Description
Attachment III	Revised Landscape Architect Job Description
Attachment IV	Development Services Department Org Chart



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Associate Landscape Architect & Revised Job Description for Landscape Architect

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Associate Landscape Architect as well as the revised job description for Landscape Architect to ensure that the employment standards for both are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Associate Landscape Architect is a new, journey-level, classification created in the Fiscal Year 2020 (FY20) adopted Operating Budget to provide the full range professional-level landscape architectural functions. Given the scope of work and number of Capital Improvement Projects (CIPs) in the Development Services Department, the journey-level classification will ensure technical adequacy and compliance with overall landscape goals and City regulations. The Landscape Architect is the advanced-journey level classification in the Landscape Architect classification series and oversees the City's more complex landscape architecture projects and functions. Revisions to the Landscape Architect classification were also made to reflect the advanced journey scope of work and lead direction provided to the Associate Landscape Architect.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to job requirements to ensure that the needs of the department will be met.

Based on a request made by the Development Services Department, the Associate Landscape Architect is a new classification added to the FY20 adopted budget to provide the full range

professional level landscape architectural functions. This classification was created to better support the City's landscape architectural goals, and ensure compliance with City landscape regulations and ordinances, as outlined in the City's General Plan. The Associate Landscape Architect will report to the Planning Manager and examples of responsibilities to be assigned include:

- Ensure compliance with the City's landscape goals and regulations.
- Perform field inspections on City and private development projects.
- Provide information to the public regarding City Ordinances, policies and landscape requirements.
- Review cost estimates for landscape architectural projects.
- Assist in the administration of the City's tree preservation, park dedication, and street tree planning, and recommending and drafting amendments to align with the relative ordinances.

In consideration of the classifications professional and technical community of interest, this classification shall be represented by the International Federation of Professional and Technical Engineers (IFPTE) – Local 21. The job description for the Associate Landscape Architect (attached) was shared with representatives of IFPTE – Local 21, who have expressed no objections to the creation or representation of this job classification.

The existing Landscape Architect classification will continue to perform project management activities and will be responsible for addressing the more complex CIPs as the advanced journey-level classification in the Landscape Architect series. Additionally, the changes to the Landscape Architect classification were shared with, and accepted by, representatives of Hayward Association of Management Employees (HAME).

The changes to the Landscape Architect Job description are as follows:

DEFINITION

Added: "...perform professional landscape architectural work and project management..."

DISTINGUISHING CHARACTERISTICS

Added:

- "...advanced..."
- "Under general direction performs the more complex and difficult landscape architectural work."
- "This class is distinguished from the Associate Landscape Architect in that the latter performs the journey-level landscape architectural functions."

SUPERVISION EXERCISED

Added: "...functional and technical direction to the Associate Landscape Architect; may also provide..."

ESSENTIAL DUTIES

Added:

- “Using prescribed methods and procedures...”
- “...and code enforcement...”
- “Applies sustainable and holistic site planning and landscape architecture design principles reviewing...”
- “Recommend approval of finished construction for private development projects prior to City issuing Certificate of Occupancy.”
- “Prepare cost estimates, analyze cost estimates by outside consultants, and analyze bid results.”
- “Performs related work as necessary.”

Removed: “...projects...”

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Added:

- “Computer applications related to the work.”
- “English usage, spelling, punctuation and grammar.”

Ability to:

Added: “Communicate clearly and concisely, both orally and in writing.”

Replaced: “Knowledge of computer applications.” with “Operate modern office equipment including computer equipment and specialized software applications programs.”

EXPERIENCE AND EDUCATION

Experience:

Replaced: “Three years of responsible and varied...” with “Five (5) years of recent, diversified...”

Added:

- “...municipal experience is preferred.”
- “...or a closely related field.”

SPECIAL REQUIREMENTS

Replaced: “Essential duties require the ability to work in a standard office environment subject to travel to various locations and participation in meetings to conduct City business during day and evening hours.” with “Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; make presentations to various groups; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; subject to travel to various locations and

participation in meetings to conduct City business during day and evening hours. Essential functions must be performed with or without reasonable accommodation.”

FISCAL IMPACT

The FY 2020 budget includes funding for the new Associate Landscape Architect classification. Funding for this position is largely offset by the elimination of the Deputy Director of Development Services position.

Prepared by: Lisette Del Pino, Acting Senior Human Resources Analyst and
Valeria Cazares, Human Resources Technician

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

CITY OF HAYWARD

ASSOCIATE LANDSCAPE ARCHITECTDEFINITION

To perform professional-level technical review and consultation related to landscape design, construction, installation and rehabilitation of landscape and irrigation improvements for the City and private development projects to ensure technical adequacy and compliance with overall landscape goals and regulations of the City.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class performing the full range of landscape architectural functions. Under general supervision, the Associate Landscape Architect performs the full range of assignments with increasing responsibility. Employees at this level are expected to receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

This class is distinguished from that of the Landscape Architect in that the latter is the advanced-journey level class and responsible for more complex and difficult landscape architectural work.

SUPERVISION RECEIVED

Direct supervision is provided by the Planning Manager; may receive functional and technical direction from the Landscape Architect.

SUPERVISION EXERCISED

Assignments may require providing lead and indirect supervision to technical and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Using prescribed methods and procedures, performs assignments for the City's landscaping projects, tree preservation and code enforcement activities among City agencies, other governmental agencies, contractors, interested civic organizations and individuals in the community.

Evaluates the role of work tasks in accomplishing a larger landscape project, and related issues.

Plan, prioritize, assign, supervise and review the work of administrative support staff involved in duties related to area of assignment.

Applies sustainable and holistic site planning and landscape architecture design principles reviewing landscape plans prepared for development applications and by outside consultants, other public agencies and City departments.

City of Hayward
Associate Landscape Architect
Page 2

ESSENTIAL DUTIES (continued):

Applies water efficient landscape principles reviewing site plans, layout plans, grading plans, planting plans, irrigation plans, construction details and specifications for the City and private development projects.

Reviews cost estimates for landscape architectural projects.

Performs field inspections on work in progress to assure proper interpretation of plans and compliance with specifications for the City's landscape projects.

Performs final field inspections for private development projects prior to City issuing Certificate of Occupancy for finalizing building permits.

Evaluates tree pruning and removal permit applications in compliance with Tree Preservation Ordinance and procedures, and issues permits to individuals in the community and developers.

Responds to the public on the phone and in person providing information on City ordinances, policies and landscape requirements. Assists with counter duties as needed.

Assists in the administration of the City's tree preservation, park dedication, and street tree planning and recommending and drafting amendments to the relative ordinances.

Makes personal appearances before the Planning Commission and community groups to discuss and promote public understanding of City landscape architectural projects and beautification efforts. Attends other meetings as necessary.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of landscape architecture and urban design.

Basic engineering principles in grading, drainage, erosion control and paving design.

Current water efficient landscape design principles, techniques, and methods of landscape and irrigation system design, installations, and maintenance.

Use and adaptability requirements of both native and cultivated plants, shrubs, and trees in different landscaping situations.

Familiarity to common plant diseases and pests and ability to research standard methods and procedures used in their control and eradication.

City of Hayward
Associate Landscape Architect
Page 3

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Construction and maintenance methods, materials, and equipment.

Computer applications related to the work.

English usage, spelling, punctuation and grammar.

Ability to:

Participate as a team member in assigned work.

Communicate clearly and concisely, both orally and in writing.

Analyze situations accurately and take effective action.

Review detailed landscape plans including profiles, sketches, color renderings and specifications.

Explain technical information concerning landscape architecture matters and effectively coordinate community groups to attain a desired landscaping goal.

Prepare detailed reports and present information in a complete and effective manner.

Work effectively with other administrative officials, contractors, employees and the general public.

Operate modern office equipment including computer equipment and specialized software applications programs.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of progressively responsible experience in varied professional landscape architecture. Municipal experience is highly desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in landscape architecture, park planning, horticulture, or closely related field.

Licenses and Certificates: Possess and maintain a valid California Class C driver's license.

Possession of a Certificate of Registration as a Landscape Architect in the State of California.

City of Hayward
Associate Landscape Architect
Page 4

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; make presentations to various groups; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; subject to travel to various locations and participation in meetings to conduct City business during day and evening hours. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

TBD Associate Landscape Architect
Created: June 2019
EEO Code: 2
FPPC STATUS: Designated
FLSA STATUS: Exempt

CITY OF HAYWARD

LANDSCAPE ARCHITECTDEFINITION

To perform professional landscape architectural work and project management; provide technical review and consultation regarding all landscape beautification activities; and to review landscape development plans to ensure technical adequacy and compliance with overall landscape goals and regulations of the City.

DISTINGUISHING CHARACTERISTICS

Landscape Architect is the advanced journey-level class fully qualified to perform the full range of landscape architectural functions. Under general direction performs the more complex and difficult landscape architectural work. It is distinguished from architectural classes by the landscape nature of the assigned projects. This class is distinguished from the Associate Landscape Architect in that the latter performs the journey-level landscape architectural functions.

SUPERVISION RECEIVED

General direction is provided by the Planning Manager.

SUPERVISION EXERCISED

Assignments may require providing functional and technical direction to the Associate Landscape Architect; may also provide lead and indirect supervision to technical and clerical staff.

ESSENTIAL DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Using prescribed methods and procedures, coordinates the City's landscaping beautification, open space, park dedication fee administration and tree preservation and code enforcement activities among City agencies, other governmental agencies, contractors, interested civic organizations and individuals in the community.

Applies sustainable and holistic site planning and landscape architecture design principles reviewing landscape plans prepared for development applications and by outside consultants, other public agencies and City departments.

Administers the City's tree preservation, park dedication, and street tree planning and develops and drafts amendments to the relative ordinances.

ESSENTIAL DUTIES (continued):

Consults with administrators regarding major landscapes, architectural plans, and related projects and issues.

Makes personal appearances before the Planning Commission and community groups to discuss and promote public understanding of City landscape architectural projects and beautification efforts.

Performs field inspections on work in progress to assure proper interpretation of plans and compliance with specifications.

Recommend approval of finished construction for private development projects prior to City issuing Certificate of Occupancy.

Performs special assignments and projects dealing with landscape beautification.

Designs small City landscape projects.

Oversees consultants retained to assist the landscape efforts of the Planning Division.

Prepare cost estimates, analyze cost estimates by outside consultants, and analyze bid results.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, techniques, and methods of landscape and landscape irrigation system design, installations, and maintenance.

The use and adaptability requirements of both native and cultivated plants, shrubs, and trees in different landscaping situations.

Common plant diseases and pests and standard methods and procedures used in their control and eradication.

Construction and maintenance methods, materials, and equipment.

Computer applications related to the work.

English usage, spelling, punctuation and grammar.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Review detailed landscape plans including profiles, sketches, color renderings and specifications.

Explain technical information concerning landscaping matters and to effectively coordinate community groups to attain a desired landscaping goal.

Prepare detailed reports and present information in a complete and effective manner.

Make effective presentations before community groups and establish sound public relations.

Communicate clearly and concisely, both orally and in writing.

Work effectively with other administrative officials, contractors, employees and the general public.

Analyze situations accurately and take effective action.

Operate modern office equipment including computer equipment and specialized software applications programs.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of recent, diversified professional landscape architectural experience; municipal experience is preferred.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in landscape architecture or a closely related field.

Licenses and Certificates: Possess and maintain a valid California Class C driver's license. Possession of a Certificate of Registration as a Landscape Architect in the State of California.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; make presentations to various groups; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; subject to travel to various locations and participation in meetings to conduct City business during day and evening hours. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year.

H300 Landscape Architect

December 1980

Revised: July 2001

Revised: July 2019

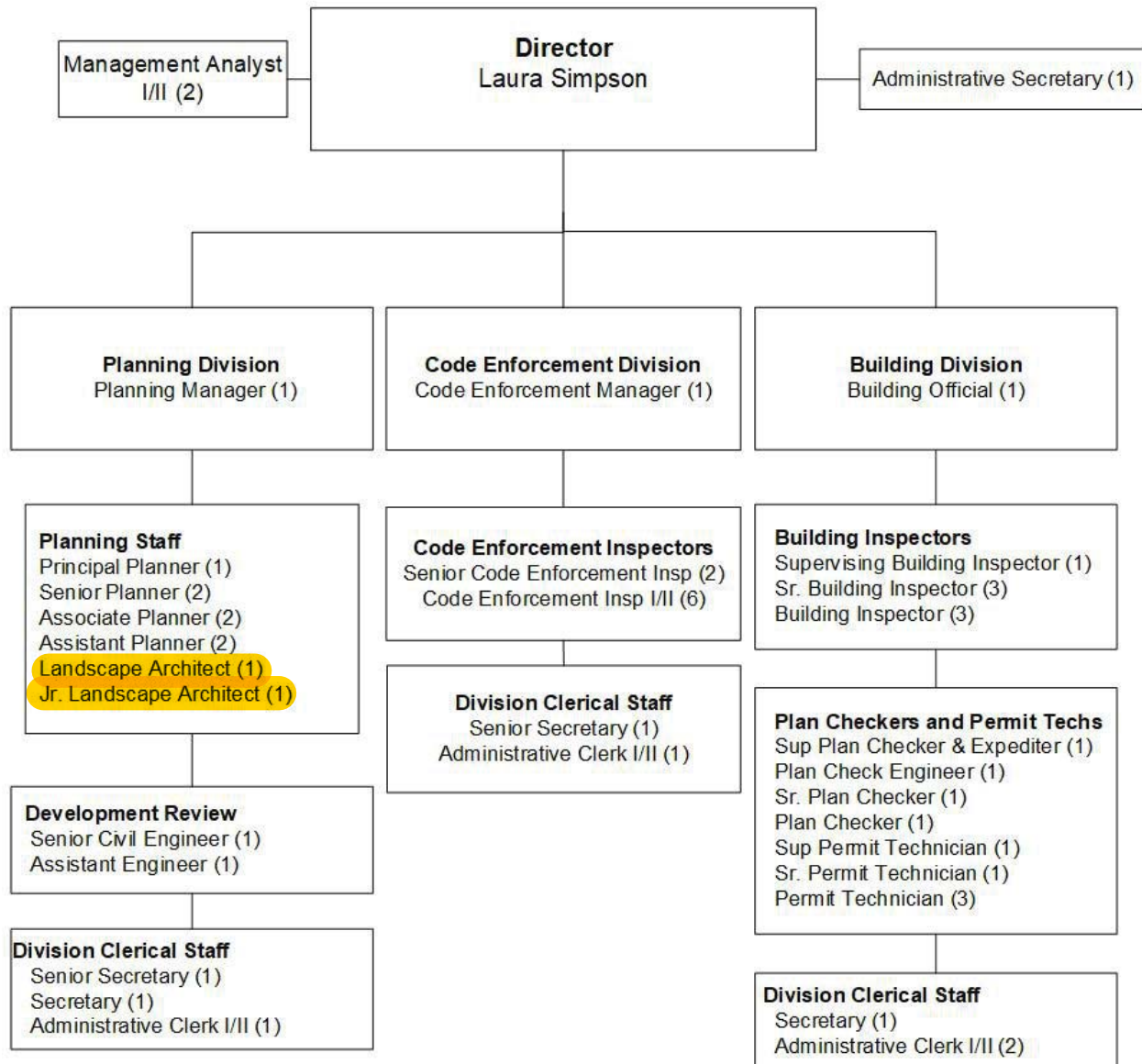
APP Group: 4

FPPC Status: Designated

FLSA Status: Exempt

FY 2020 STAFFING 50.0 FTE

Development Services Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 19-158

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Librarian II

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Librarian II to ensure that the employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Librarian II job description has been revised to update the essential duties, knowledge, and abilities in order to reflect industry changes and the greater role technology plays in modern urban libraries. Additional revisions to the job description have been made to ensure the needs of the Library Services Department are adequately met.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Revised Librarian II Job Description
Attachment III	Library Services Department Org Chart



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Librarian II

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Librarian II to ensure that the employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Librarian II job description has been revised to update the essential duties, knowledge, and abilities in order to reflect industry changes and the greater role technology plays in modern urban libraries. Additional revisions to the job description have been made to ensure the needs of the Library Services Department are adequately met.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to job requirements to ensure that the needs of the department will be met.

The Librarian II classification is the journey-level classification that performs a variety of professional and paraprofessional Librarian duties. The job description for Librarian II was last updated in 1998. The Library Services Department has requested the Librarian II job description be revised to reflect industry changes and advancements in technology as they relate to the functions of modern urban libraries.

With the City's new 21st Century Library and Community Learning Center scheduled to open this Fall, many of the new services offered will place a significant emphasis on technology. With the addition of a digital media lab, 3D printers, and robotics, existing language in the Librarian II job description has been updated to emphasize these technological additions in order to accurately reflect the essential duties, knowledge, and abilities of this classification. Additional revisions have been made to capture the wide range of services offered by the Library to serve the needs of all Hayward residents and community members.

The changes to the Librarian II job description were shared with and accepted by representatives of the Local 21.

The changes to the job description are as follows:

DEFINITION

Added: "... performs a variety of professional and para-professional duties in support..."

Replaced: "...section..." with "...program or service area..."

DISTINGUISHING CHARACTERISTICS

Added:

- "This is a journey level classification that performs a variety of professional and paraprofessional..."
- "...technology..."

Removed: "They typically perform specialized professional Librarian duties..."

SUPERVISION RECEIVED

Replaced: "...a higher-level librarian..." with "...management staff or the Director of Library Services."

ADDED "SUPERVISION EXERCISED" SECTION

Added: "May provide direction and supervision to other professional librarians as well as direct and indirect supervision..."

ESSENTIAL DUTIES

Added:

- "Makes..."
- "...and audio or video or e-materials..."
- "...sources, and keeping up with current trends..."
- "...in person, by telephone or other communication means, by verifying the patrons' needs through the reference interview process, and or..."
- "Assesses technology needs, evaluates system needs and makes recommendations for purchasing or improving equipment and programs based on current industry standards."

ESSENTIAL DUTIES (continued)

Added (continued):

- “Serves as a liaison to the IT department for testing and supporting computer devices, library software, and infrastructure needs; provides basic technical assistance to library staff and patrons; and plans technology related training and programming for staff and the public.”
- “...including technology services...”
- “.../or...”

Removed:

- “...records...”
- “...cassettes, and, microfiche...”
- “...books, books...”
- “...materials...”
- “...in person and by telephone and...”
- “...Questions patrons to pinpoint what they want...”

Replaced: “...discarding...” with “...withdrawal...”

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Added:

- “...industry standards...”
- “..., trends...”
- “...electronic databases and...”
- “...of library materials...”
- “Integrated Library Systems, circulation, processing...patron interfaces.”
- “Adult and children’s technology-based program and services.”
- “Establish and maintain effective professional relationships...adverse circumstances.”
- “Handle competing priorities and work with constant interruptions...subordinates.”
- “Tenacity for solving problems.”
- “... responding to community needs and based on industry trends.”
- “...youth, adults, or seniors...”
- “.../or...”

Removed:

- “...book section...”
- “Ability to work with the public...the public and subordinates.”
- “...relative to...”
- “Knowledge of...”
- “Ability to...”
- “Ability to work effectively with... community groups.”
- “Skill in...”
- “...both...”

Replaced:

- “Knowledge of...” with “Current...”
- “Skill in book...” with “Library materials...”
- “...literacy...” with “...literary or technical...”
- “...sound judgements...” with “...recommendations for purchase or withdrawal...”
- “...qualify...” with “...quality...”
- “Skill in relating with children...” with “Relate with people of all ages.”
- “...book talk and story telling...” with “various types of programs like book talks, computer classes, craft activities, etc.”

EXPERIENCE AND EDUCATION

Added:

- “...technology, youth services...”
- “License and Certificates:”
- “Possession and maintenance of a valid California Class C Driver’s License...performance duties.”

Replaced: “Equivalent to graduation from college and a master’s degree in Library Science” with “Possession of master’s degree in Library Science from an accredited college or university or equivalent.”

SPECIAL REQUIREMENTS

Added: “Essential duties require the mental and/or physical...reasonable accommodation.”

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Valeria Cazares, Human Resources Technician

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

LIBRARIAN II

DEFINITION

Under general direction performs a variety of professional and para-professional duties in support of a modern urban library and community learning center; provides responsive customer service to a diverse population of library and learning center users; plans, organizes, and coordinates the functions of a library program or service area; supervises subordinate personnel; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification that performs a variety of professional and paraprofessional duties in a modern fast-paced urban library and is expected to perform specialized professional Librarian duties, which may include the supervision of other Library personnel. Positions in this class differ from those in the lower level Librarian I class in that incumbents work with only general direction and are responsible for the coordination of one or more service area such as reference services, branch services, cataloging, technology, or other special services.

SUPERVISION RECEIVED

General direction is provided by management staff or the Director of Library Services.

SUPERVISION EXERCISED

May provide direction and supervision to other professional librarians as well as direct and indirect supervision of library clerical staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Plans, organizes, directs and coordinates the functions of a major service area of the library.

Makes recommendations on selection and withdrawal of books, periodicals, display materials, and audio or video or e-materials by reading reviews, and other sources, and keeping up with current trends and making recommendations to the Director of Library Services.

Performs reference and readers advisory work in person, by telephone or other communication means, by verifying the patrons' needs through the reference interview process, and answering questions or exploring alternative sources of information such as other resources, agencies and libraries.

ESSENTIAL DUTIES (continued):

Updates factual material and coordinates loan services with other libraries. Assesses technology needs, evaluates system needs and makes recommendations for purchasing or improving equipment and programs based on current industry standards.

Serves as a liaison to the IT department for testing and supporting computer devices, library software, and infrastructure needs; provides basic technical assistance to library staff and patrons; and plans technology related training and programming for staff and the public.

Independently performs complex cataloging and classification review and related activities as assigned.

Directs or participates in community programs such as library tours for community groups, special programs for children and adults including technology services and on-site visits to represent the library.

Attends job-related meetings such as weekly staff meetings, Bay Area Library Information Systems meetings and/or other area meetings.

Prepares and submits performance evaluations on subordinate staff.

Monitors section functions, submitting timely reports that chronicle significant changes and budget needs/concerns.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current library industry standard procedures, trends, and subject matters including electronic databases and reference materials, cataloging, classification of library materials, adult and children's reader advisory services, circulation, processing, and automated systems.

Library materials selection techniques. Includes the ability to read literary or technical reviews and publishers catalogs and make recommendations for purchase or withdrawal, balancing what is needed in the collection in terms of quality and community needs.

Adult and children's literature including specific titles and trends.

Integrated Library Systems, circulation, processing, automated systems, automated self-service and patron interfaces.

Adult and children's technology-based program and services.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Establish and maintain effective professional relationships with those contacted in the course of work; interface effectively with members of the public under adverse circumstances.

Handle competing priorities and work with constant interruptions from the telephone, members of the public and subordinates.

Make independent judgments and choose appropriate solutions relative to day-to-day activities; Tenacity for solving problems.

Creativity and openness to new ideas including ability to think of new projects and activities responding to community needs and based on industry trends.

Relate with people of all ages. Includes working with groups of children, youth, adults or seniors, and skill in various types of programs like book talks, computer classes, craft activities, etc.

Interest and involvement in professional organizations and activities outside of regular work hours.

Classify and catalog a wide range of books and library materials using manual and/or automated procedures.

EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years experience working as a professional librarian with appropriate experience in reference technology, youth services, branch services, cataloging or other special services. Specialized subject knowledge is desirable.

Education: Possession of a master's degree in Library Science from an accredited college or university or equivalent.

License and Certificates: Possession and maintenance of a valid California Class C Driver's License OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment:

Work in a standard office environment; travel to various locations and participate in meetings to conduct City business during day, weekend, and evening hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of work related materials, weighing up to 35 pounds. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

T795 Librarian II

June 1966

Revised September 1998

Revised July 2019

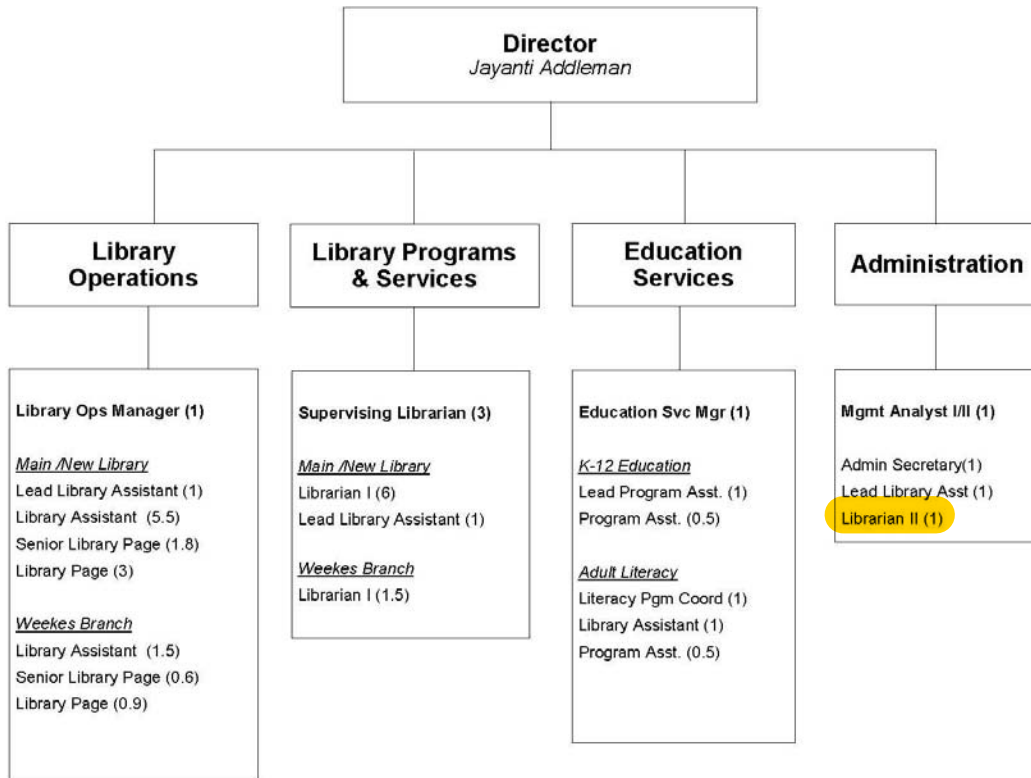
AAP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

FY 2020 STAFFING 36.8 FTE

Library Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 19-167

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Personnel Operations Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Personnel Operations Specialist to ensure that employment standards are job-related, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Personnel Operations Specialist is a new classification created to provide high level administrative support to the Personnel and Training Administrator or Police Lieutenant and command-level staff in the Police Department. With the continuous hiring for critical positions in the Police Department, research and maintenance of confidential records, and implementation of initiatives and programs, it is necessary to have the Personnel Operations Specialist administer and coordinate functions in the Personnel and Training Unit.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Personnel Operations Specialist Job Description
Attachment III	Police Department Org Chart



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Personnel Operations Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Personnel Operations Specialist to ensure that employment standards are job-related, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Personnel Operations Specialist is a new classification created to provide high level administrative support to the Personnel and Training Administrator or Police Lieutenant and command-level staff in the Police Department. With the continuous hiring for critical positions in the Police Department, research and maintenance of confidential records, and implementation of initiatives and programs, it is necessary to have the Personnel Operations Specialist administer and coordinate functions in the Personnel and Training Unit.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Personnel Operations Specialist is a new advanced journey level classification, intended to provide high level support and coordination in the Personnel and Training Unit of the Police Department. The Personnel and Training Unit plans, organizes and coordinates recruitment, testing, and training activities of the Police Department and reviews and organizes worker's compensation claims for the department by working closely with the Human Resources Department. Given the many challenges in recruiting and retaining qualified candidates the Human Resources Department and the Police Department collaborate to hire and onboard candidates in a timely manner.

Law enforcement and non-sworn police (i.e. communications dispatcher) hiring can take several months due to the lengthy testing and extensive background process. Police departments are aggressively competing for talent and are adapting different hiring strategies for recruitment. In 2018 the Hayward Police Department embarked on an aggressive recruitment campaign to recruit at career fairs and local academies to fill approximately eighteen (18) Police Officer vacancies. Hiring incentive programs were also approved by City Council in April 2019 and the first incentive payout will be issued September 2019.

The Personnel Operations Specialist will coordinate and monitor the various steps in the background process (i.e. background investigator, polygraph, psychological assessment, medical) to efficiently process new hires and issue timely conditional job offers; coordinate mandated training and conduct record maintenance for police personnel; research and support the implementation and maintenance of the incentive bonus programs. The position will report to the Personnel and Training Administrator or Police Lieutenant and will be part of the Hayward Association of Management Employees (HAME).

The job description for the Personnel Operations Specialist was shared with representatives of HAME and there are no objections to the creation of this new job classification or the job description. The job description is attached for your reference.

FISCAL IMPACT

The incumbent has been performing the higher-level work and has been receiving special assignment pay derived from the department's salary savings and will be re-classified as a Personnel Operations Specialist. There is no economic impact as a result of the creation of the job description. The salary for the Personnel Operations Specialist classification will be set internally to 10% above the Administrative Secretary, which is \$37.37 at Step A and \$43.63 at Step E.

Prepared by: Lisette Del Pino, Acting Senior Human Resources Analyst

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in dark ink, appearing to read 'K. McAdoo', is written over a horizontal line.

Kelly McAdoo, City Manager

CITY OF HAYWARD

PERSONNEL OPERATIONS SPECIALISTDEFINITION

Under general direction coordinates the recruiting, testing, hiring, and training activities of the Police Department, working closely with the Human Resources Department to coordinate the recruitments and exam administration of sworn and non-sworn police personnel; coordinates all stages of the departmental background processing for sworn and non-sworn police personnel; and coordinates department trainings for police personnel for mandated trainings.

DISTINGUISHING CHARACTERISTICS

The Personnel Operations Specialist is an advanced journey level classification that performs complex administrative work and provides a high level of support to the Personnel and Training Administrator or Police Lieutenant, and command-level staff. Work performed requires the use of independent judgement, analysis, and discretion. This position is distinguished from the Personnel and Training Administrator in that the latter provides full second-line, direct supervision to employees within a work section and/or assumes substantive and significant programmatic responsibility in a defined area or specialty.

SUPERVISION RECEIVED

Receives general supervision from the Personnel and Training Administrator or Police Lieutenant.

SUPERVISION EXERCISED

Exercises technical and functional supervision over administrative support staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Coordinates recruitment, selection and training activities of the Police Department; assist with developing and implementing policies and procedures.

Implements policies and procedures for the access and maintenance of confidential Personnel and Training Unit personnel records, files, and computerized information systems including the records management of background investigations, personnel files, subpoena responses and other records and reports.

Collects, analyzes and interprets a wide variety of labor relations and employment-related information and data; assists with the preparation of various personnel reports used by command-level staff, which may include costing labor proposals.

City of Hayward
Personnel Operations Specialist
Page 2

ESSENTIAL DUTIES (continued):

Participates and assists in administration and preparation of a budget; prepare cost estimates for budget recommendations, and recommends expenditure requests for designated accounts.

Performs responsible technical and administrative work in support of the City's Police Department's human resource needs by coordinating recruitment efforts with the City's Human Resources Department.

Prepares forms needed to fill vacant positions; maintains records of vacant and filled positions.

Maintains and updates confidential files, such as applications, test scores, training certificates and related data.

Provides assistance to applicants, City employees and the general public by answering questions related to the Police Department recruitment exam administration activities.

Coordinates and schedules background investigations; prepares and maintains files pertaining to background investigations; coordinates interviews and other human resources activities; prepares conditional job offers.

Assists with the review regarding applicants' background checks and makes recommendations.

Assists with scheduling department training activities.

Tracks, maintains and issues police equipment provided to officers.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Follows City policies and procedures.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public safety employment and recruitment and selection activities.

Organization and functions of a law enforcement agency.

City of Hayward
Personnel Operations Specialist
Page 3

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of budget development, implementation, and monitoring.

Practices and methods of record keeping.

English usage, spelling, grammar and punctuation.

Principles and practices of good customer service.

Modern office practices, methods and computer applications related to the work.

Modern office equipment and procedures including use of a variety of software applications.

Principles and practices of research analysis.

Ability to:

Assist with the recruitment, selection and training operations/activities within the Police Department.

Interpret and explain pertinent personnel rules and regulations and department policies and procedures.

Assist with monitoring of an assigned program budget.

Assist with the development of policies and procedures related to assigned operations.

Coordinate a variety of activities with multiple departments.

Prepare and maintain personnel related records, forms and reports.

Use discretion and judgment in handling sensitive and confidential information.

Interpret, apply and explain City and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Review and prepare letters, correspondence and reports.

City of Hayward
Personnel Operations Specialist
Page 4

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a personal computer, including word processors and other standard software applications.

Analyze situations carefully and adopt effective courses of action.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of progressively responsible work experience in public personnel administration. Experience in personnel, payroll, compensation, records management, recruitment and selection or training is desirable.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, public safety, or a related field.

Licenses and Certificates: Possess and maintain a valid California Class C Driver's license OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

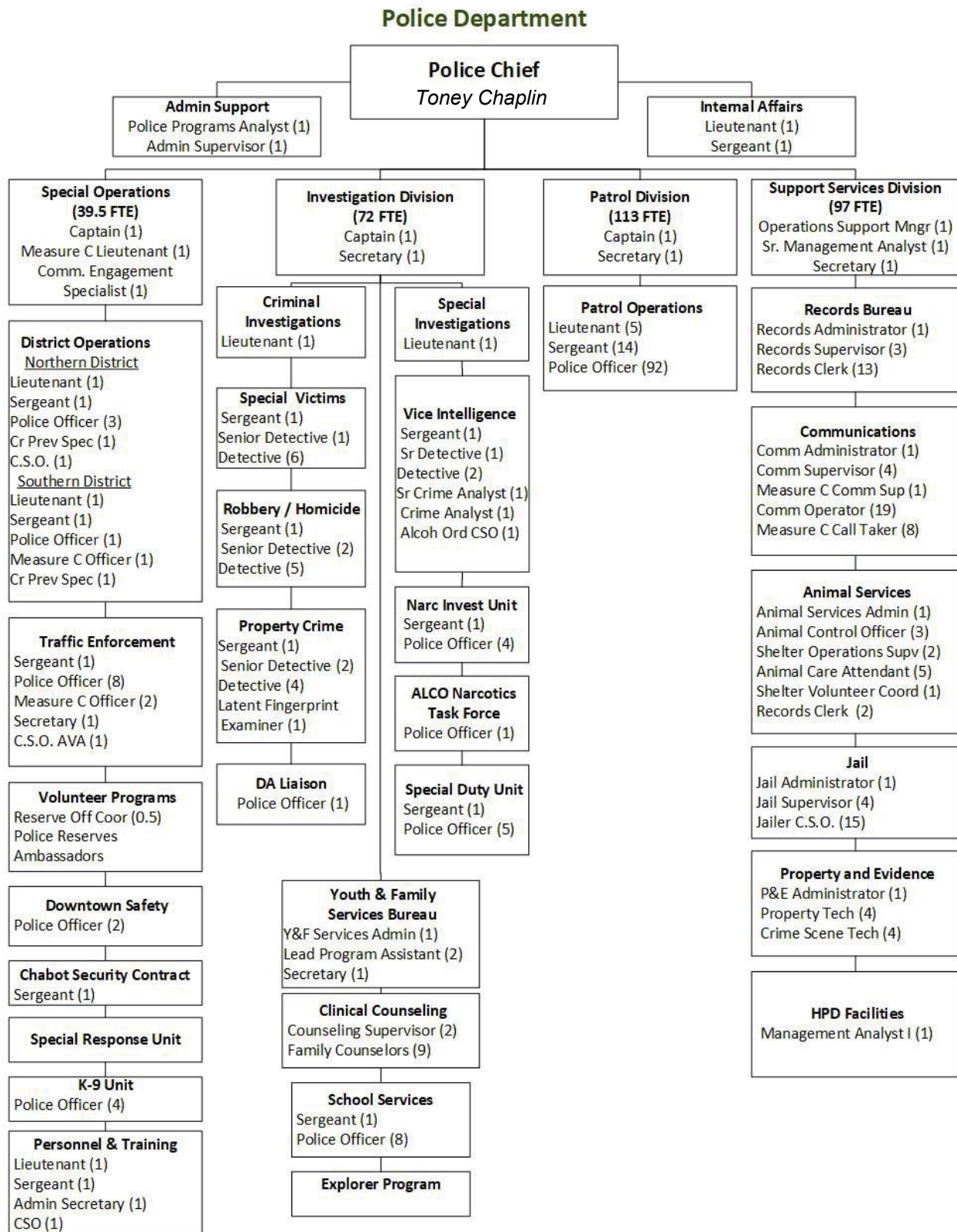
SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

City of Hayward
Personnel Operations Specialist
Page 5

PROBATIONARY PERIOD: One (1) year
TBD Personnel Operations Specialist
Created August 2019
AAP Group: 16?
FPPC STATUS: Non-Designated
FLSA STATUS: Exempt

FY 2020 STAFFING 326.5 FTE





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 19-177

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Senior Paralegal

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Senior Paralegal to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Senior Paralegal is a new classification, created to provide complex administrative support and coordination of office activities in the City Attorney's Office. The City Attorney's Office serves as corporate counsel and legal adviser to the City Council, City Manager, and staff in their official capacities. Over the last few years, legal administrative support activities of the City Attorney's Office have steadily increased and the recent implementation of new technology is also expected to increase public records requests. The new Senior Paralegal will have oversight responsibility for the full scope of office support activities for the City Attorney and associated legal staff to advance these initiatives.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Senior Paralegal Job Description
Attachment III	City Attorney's Office Org Chart



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Senior Paralegal

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Senior Paralegal to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Senior Paralegal is a new classification, created to provide complex administrative support and coordination of office activities in the City Attorney's Office. The City Attorney's Office serves as corporate counsel and legal adviser to the City Council, City Manager, and staff in their official capacities. Over the last few years, legal administrative support activities of the City Attorney's Office have steadily increased and the recent implementation of new technology is also expected to increase public records requests. The new Senior Paralegal will have oversight responsibility for the full scope of office support activities for the City Attorney and associated legal staff to advance these initiatives.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Senior Paralegal is a new advanced journey level classification, intended to provide high level administrative support and coordination in the City Attorney's Office. The City Attorney's Office is responsible for timely and accurate legal advice on transactional matters; aggressive representation in court and administrative forums; reduction or elimination of risks and hazards; management of the City's liability; and review and determination regarding government claims. The dynamic of projects and challenges managed by the City Attorney's

Office continue to grow while their office is expected to continue to provide timely and accurate legal advice.

Most, if not all claims, are resolved within three fiscal years. The City Attorney Department routinely resolves and closes approximately about the same number of pending lawsuits in comparison to new lawsuits that are filed each fiscal year. The new Senior Paralegal will provide research, complex administrative support, and technical assistance to professional legal staff in support of all claims and litigation. The incumbent will also coordinate daily office operations and administrative workflow to ensure quality deliverables are completed.

With over 300 Public Records Act requests in FY 2019, the City implemented new technology to offer easier access to public records. City Attorney staff review every records request and the Senior Paralegal will assist and coordinate Public Records Act responses in the City Attorney's Office through the electronic system that are generated by the City Clerk's Office.

The Senior Paralegal will also organize and maintain office records and files; provide responsible paraprofessional and technical assistance to the City Attorney and other professional legal staff; and review, analyze legal documents and perform legal research. The position will report to the City Attorney or management staff designee and will be unrepresented and covered by the Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees Salary and Benefits Resolution. The job description is attached for your reference.

FISCAL IMPACT

The FY 2020 budget includes funding for the newly created Senior Paralegal. Funding for this position is largely offset by elimination of a Paralegal position. The salary for the Senior Paralegal classification will be set internally to 10% above the Paralegal, which is \$38.39 at Step A and \$46.66 at Step E. The net fiscal impact is \$11,009; and the annual total position cost is \$141,203.

Prepared by: Lisette Del Pino, Acting Senior Human Resources Analyst

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

CITY OF HAYWARD

SENIOR PARALEGALDEFINITION

To oversee the daily support operations of the office with responsibility for coordinating and monitoring office activities in the office of the City Attorney; assist with monitoring the department budget; plan, organize, direct and supervise legal support staff; provide complex paraprofessional, administrative and technical assistance to professional legal staff; manage office operations and clerical activities conducted in support of departmental programs; and provide highly responsible administrative assistance to the City Attorney.

DISTINGUISHING CHARACTERISTICS

This advanced journey level classification is characterized by the responsibility to provide a variety of highly complex legal and analytical services and assignments not requiring the licensing of an attorney. The position has oversight responsibility for the full scope of office support activities. This classification is distinguished from the Paralegal in that the latter is responsible for the legal administrative assistance to the City Attorney and associated legal staff.

SUPERVISION RECEIVED

Receives general direction from the City Attorney; may receive direction from other management staff.

SUPERVISION EXERCISED

Provides direct supervision over assigned staff.

ESSENTIAL DUTIES

Coordinates daily operation, administrative workflow, and support for the City Attorney and the City Attorney's Office to ensure quality deliverables are completed.

Organizes and maintains up-to-date office records and files; drafts, composes, and types letters, memoranda, notices, records, reports, and other general and technical materials.

Independently responds to letters and general correspondence not requiring the attention or oversight of management personnel.

Assists in the preparation of departmental budget and attends budget preparation meetings; makes budget recommendations; coordinates and compiles budget recommendations; and monitors budget spending.

City of Hayward
Senior Paralegal
Page 2

ESSENTIAL DUTIES (continued):

Maintains office financial records; verifies bills and processes invoices for payment; and monitors monthly expenditures such as City purchase cards, and travel and training expenditures;

Provides highly complex responsible paraprofessional and technical assistance to the City Attorney and other professional legal staff; performs legal research and prepares draft City Council agenda items.

Coordinates the review of office documents submitted for the City Council agenda preparation, including tracking, assembling, and monitoring agenda items.

Performs administrative detail work and maintains appropriate records and statistics.

Formulates office policy, goals and procedures; researches, analyzes, collects and compiles relevant data supporting recommendations.

Reviews contracts and other legal documents for accuracy and completeness.

Conducts specific and highly complex analyses of a wide range of legal documents.

Compiles materials and prepares reports and documents including confidential documents, memos, pleadings, legal documents, and correspondence.

Performs highly responsible administrative duties for the City Attorney including maintaining calendars, and typing reports and letters.

Conducts surveys and performs research and statistical analyses as requested; prepares related reports.

Responds to inquiries and requests for information from the public and City staff.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of organization and administration of a law office.

Applicable federal, state and local laws and regulations.

City of Hayward
Senior Paralegal
Page 3

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of community relations and office management.

Principles and practices of effective supervision.

English usage, spelling, grammar, punctuation and business document formatting.

Basic budgetary systems and procedures.

Basic statistics and quantitative analytic techniques.

Modern office practices, methods and computer applications related to the work.

Ability to:

Manage the operations and administrative functions of a busy law office.

Research and draft City Council action items and routine legal documents.

Review and analyze legal documents and perform legal research.

Analyze situations accurately and develop effective courses of action.

Prepare and monitor a department budget.

Review and prepare letters, correspondence and reports.

Work under pressure and meet deadlines.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Select, supervise, train, and evaluate personnel as assigned.

City of Hayward
Senior Paralegal
Page 4

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of increasingly responsible paralegal work experience, preferably in a local government law office setting.

Education: Equivalent to the completion of the twelfth (12th) grade supplemented by course work in public administration, paralegal studies or a closely related field. Completion of a Paralegal certificate program at a two-year accredited community college or four-year accredited college or university.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in a professional manner. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) year

U196

August 2019

AAP GROUP: 15

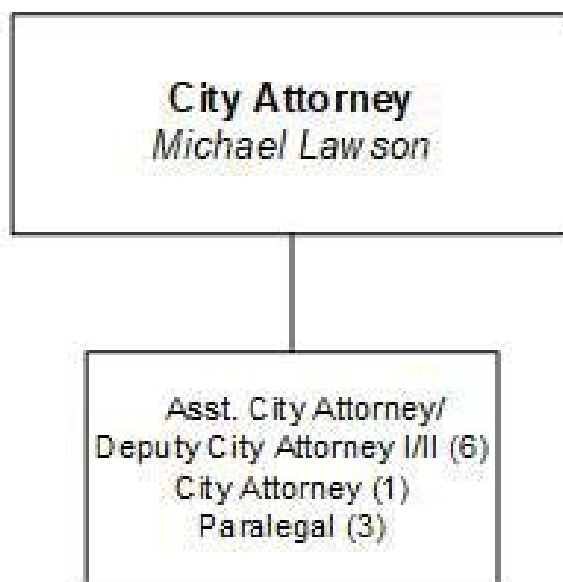
FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

**FY 2020 STAFFING
10.0 FTE**

Office of the City Attorney

Legal Services
Advisory Services
Claims & Risk Management
Litigation





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 19-178

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Senior Assistant City Attorney

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Senior Assistant City Attorney to ensure that employment standards are job-related, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Senior Assistant City Attorney is a new classification, created to provide a wide range of professional legal services to all City departments, the City Council, and various boards and commissions. This position directs the work of a division, and assists with the planning, direction, and supervision in the Office of the City Attorney. The City Attorney's Office serves as corporate counsel and legal adviser to the City Council, City Manager, and staff in their official capacities. Over the last few years, there has been a steady increase in claims and litigation and the recent implementation of new technology which is expected to increase public records requests.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Senior Assistant City Attorney Job Description
Attachment III	City Attorney's Office Org Chart



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT New Job Description for Senior Assistant City Attorney

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Senior Assistant City Attorney to ensure that employment standards are job-related, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Senior Assistant City Attorney is a new classification, created to provide a wide range of professional legal services to all City departments, the City Council, and various boards and commissions. This position directs the work of a division, and assists with the planning, direction, and supervision in the Office of the City Attorney. The City Attorney's Office serves as corporate counsel and legal adviser to the City Council, City Manager, and staff in their official capacities. Over the last few years, there has been a steady increase in claims and litigation and the recent implementation of new technology which is expected to increase public records requests.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Senior Assistant City Attorney is a new advanced journey level classification, intended to provide high level legal services. The City Attorney's Office is responsible for timely and accurate legal advice on transactional matters; aggressive representation in court and administrative forums; reduction or elimination of risks and hazards; management of the City's liability; and review and determination regarding government claims. The City Attorney and staff continue to meet the expectation to provide timely and accurate legal

advice, despite the increased demand for services as the dynamic of projects and challenges managed by the City Attorney's Office continue to grow.

Most, if not all claims, are resolved within three fiscal years. The City Attorney Department routinely resolves and closes approximately about the same number of pending lawsuits in comparison to new lawsuits that are filed each fiscal year. The position will direct the work of a division and assist with the planning, direction, and supervision in the Office of the City Attorney. The position will report to the City Attorney and will receive salary and benefits detailed for other unrepresented employees in the Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees Salary and Benefits Resolution. There is no meet and confer obligation associated with the creation of this position.

The Senior Assistant City Attorney job description is attached (Attachment II) for your reference.

FISCAL IMPACT

There will be minimal economic impact as a result of the creation of the job description. Currently, one of the Assistant City Attorney's is receiving special assignment pay to perform the duties of the Senior Assistant City Attorney. The salary for the Senior Assistant City Attorney will be set internally to 10% above the Assistant City Attorney, which is \$75.60 at Step A and \$91.91 at Step E.

Prepared and Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

CITY OF HAYWARD

SENIOR ASSISTANT CITY ATTORNEYDEFINITION

To provide a wide range of professional legal services to all City departments, the City Council and various boards and commissions, directs the work of a division, and assist with the planning, direction, and supervision in the Office of the City Attorney.

DISTINGUISHING CHARACTERISTICS

This is the highest level of the Attorney series. This class may be distinguished from the next lower class of Assistant City Attorney in that the latter does not routinely direct the work of a division or assist with the planning, direction and supervision of the office. It is further distinguished from the Deputy City Attorney II by the level of independent judgement exercised and the difficulty and complexity of work performed. In addition, this position is expected to provide expert advice and assistance to all staff attorneys on complex legal problems.

SUPERVISION RECEIVED

General direction is provided by the City Attorney.

SUPERVISION EXERCISED

This position may be assigned to provide direct, technical or functional supervision of staff attorneys, paralegals and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Plans, directs and evaluates the activities of a division of the City Attorney's Office.

Assigns, supervises and performs complex legal research, interprets and applies laws and court decisions.

Perform legal research and prepare written and oral opinions on various legal problems for City departments, the City Council, and various boards and commissions.

Confer with and render assistance to department directors in establishing departmental policies by applying legal points and procedures; recommend changes in policies and procedures in order to meet legal requirements.

City of Hayward
Senior Assistant City Attorney
Page 2

ESSENTIAL DUTIES (continued):

Prepare, draft and review ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments, and offer opinions as to legal acceptability when presented to the City for consideration by an outside agent or agency.

Prepare cases for court and jury trials and serve as lead trial attorney.

Coordinate with and provide direction to outside counsel.

Investigate claims and complaints against the City and take or recommend appropriate action.

Assist in or prepare cases for hearings and represent the City in such hearings.

Represent the City Attorney at various City Council and board and commission meetings and in court when necessary.

Assist in the supervision of the clerical staff and subordinate professionals.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure.

Methods of legal research.

Judicial procedures and rules of evidence in state and federal courts.

Ordinances, statutes and court decisions relating to municipal corporations.

Organization and operating procedures of a City Attorney's office.

Ability to:

Develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee and direct legal services programs in a division; prepare and implement long and short-term plans for providing legal services.

Analyze a wide variety of legal issues.

Conduct research on legal problems and prepare sound legal opinions.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Assist with the preparation of and administer divisional budgets.

Communicate clearly and concisely, orally and in writing.

Analyze or prepare a wide variety of legal documents.

Prepare and present cases.

Perform legal work requiring the use of independent judgment.

Work independently in the absence of supervision.

Establish and maintain cooperative relationships with those contacted in the course of work.

Assist in the supervision and training of subordinate clerical and professional staff.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of experience performing duties comparable to those of an Attorney for the City of Hayward.

Education: Possess a Juris Doctor Degree from an accredited law school.

Licenses and Certificates: Possess and maintain a valid California Driver's License. Membership in the State Bar of California.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in a professional manner. Essential functions must be performed with or without reasonable accommodations.

City of Hayward
Senior Assistant City Attorney
Page 4

PROBATIONARY PERIOD: One (1) year

U215

September 2019

AAP Group: 4

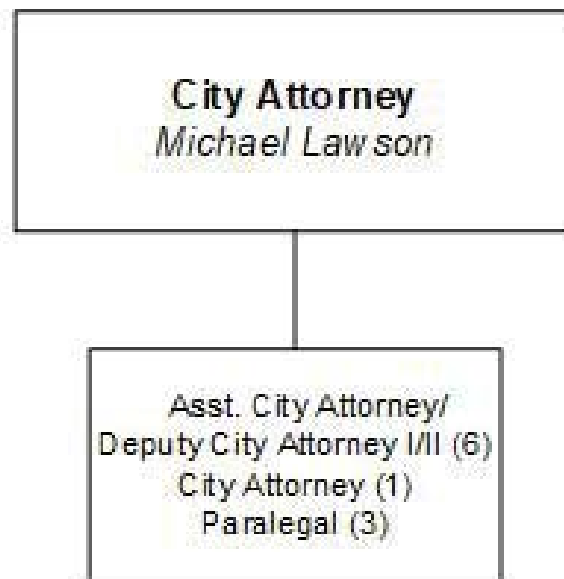
FPPC Status: Designated

FLSA Status: Exempt

**FY 2020 STAFFING
10.0 FTE**

Office of the City Attorney

Legal Services
Advisory Services
Claims & Risk Management
Litigation





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 19-181

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised City Classification and Salary Plan for Fiscal Year 2020 - Updated September 12, 2019 - Effective September 30, 2019

RECOMMENDATION

That the Personnel Commission, after a public hearing, reviews and adopts a revised classification plan for each position in the City's classified service for Fiscal Year 2020 effective September 30, 2019.

That the Personnel Commission, after a public hearing, recommends to the City Council for adoption a revised salary plan for each position in the City's classified service for Fiscal Year 2020, effective September 30, 2019.

SUMMARY

As required by the Municipal Code, the Classification Plan (Attachment III) has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of a negotiated and approved Memorandum of Understanding between the City of Hayward and International Federation of Professional & Technical Engineers - Local 21; the addition of Senior Assistant City Attorney, Senior Paralegal, Personnel Operations Specialist, and Associate Landscape Architect classifications; and salary increases to the Administrative Intern, Technical Intern, and Information Technology Intern classifications pursuant to the City of Hayward's Living Wage Ordinance. The FY 2020 Salary Plan (Attachment II) has also been updated to reflect salary information for the aforementioned classifications.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	FY 2020 Salary Plan
Attachment III	FY 2020 Classification Plan



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised City Classification and Salary Plan for Fiscal Year 2020 – Updated
September 12, 2019 – Effective September 30, 2019

RECOMMENDATION

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SUMMARY

As required by the Municipal Code, the Classification Plan (Attachment III) has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of a negotiated and approved Memorandum of Understanding between the City of Hayward and International Federation of Professional & Technical Engineers – Local 21; the addition of Senior Assistant City Attorney, Senior Paralegal, Personnel Operations Specialist, and Associate Landscape Architect classifications; and salary increases to the Administrative Intern, Technical Intern, and Information Technology Intern classifications pursuant to the City of Hayward's Living Wage Ordinance. The FY 2020 Salary Plan (Attachment II) has also been updated to reflect salary information for the aforementioned classifications.

BACKGROUND/DISCUSSION

Cost-of-Living Adjustments (COLA):

Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and International Federation of Professional & Technical Engineers – Local 21, a 1% Cost-of-Living Adjustment (COLA) salary increase will be applied to the sixty-seven (67) classifications effective the pay period including October 1, 2019.

Living Wage Ordinance:

The Intern classifications (Administrative Intern, Technical Intern, Information Technology Intern) have the current starting step on the City's salary plan of \$15.21 per hour. The Living Wage Ordinance, established July 1, 1999, was designed to upwardly adjust and reflect a

change in the Bay Area Consumer Price Index. As Interns are classified as temporary personnel, they also fall under Section 2, Article 14 of the City Charter regarding the living wage ordinance. The most recent update occurred July 1, 2019. Based on the information obtained from the Bureau of Labor statistics and the Price Index for All Urban Consumers, the salary plan has been updated to reflect an increase of the starting salary step from \$15.21 to \$15.82 per hour for all Intern classifications.

Additional Classifications:

Senior Assistant City Attorney - The Senior Assistant City Attorney is a new classification, created to provide a wide range of professional legal services to all City departments, the City Council, and various boards and commissions. This position directs the work of a division, and assists with the planning, direction, and supervision in the Office of the City Attorney. The salary for the Senior Assistant City Attorney is set internally to 10% above Assistant City Attorney; which is \$75.60 per hour at Step A and \$91.91 per hour at Step E.

Senior Paralegal - The new Senior Paralegal will have oversight responsibility for the full scope of office support activities for the City Attorney and associated legal staff to advance initiatives in the Office of the City Attorney. The salary for Senior Paralegal is set internally to 10% above Paralegal, which is \$38.39 per hour at Step A and \$46.66 per hour at Step E.

Personnel Operations Specialist – The Personnel Operations Specialist is a new classification created to provide high level administrative support to the Personnel and Training Administrator or Police Lieutenant and command-level staff in the Police Department. The salary for the Personnel Operations Specialist is set internally to 10% above Administrative Secretary; which is \$37.37 per hour at Step A and \$43.63 per hour at Step E.

Associate Landscape Architect – This position was added to provide the full range professional-level landscape architectural functions by ensuring technical adequacy and compliance with overall landscape goals and City regulations. The salary range of the Associate Landscape Architect is \$43.99 per hour at Step A and \$53.37 per hour at Step E.

FISCAL IMPACT

Cost-of-Living-Adjustment – The 1% Cost-of Living Adjustment (COLA) salary increases to the classifications within Local 21 are included in the FY 2020 Operating Budget.

Administrative and Information Technology Interns – These classifications are budgeted at the highest salary step of \$20.00 per hour. As such, there is no fiscal impact for increasing the starting salary step to \$15.82 per hour.

Technical Intern – This classification has one salary step of \$15.82 per hour. The additional fiscal impact in increasing the salary step to \$15.82 is approximately \$1,362. This position will continue to be funded entirely from the Enterprise Fund with no impact to the General Fund.

Associate Landscape Architect – The addition of the Associate Landscape Architect is included in the FY 2020 Operating Budget and there is no additional fiscal impact.

Senior Assistant City Attorney – The net fiscal impact to the FY 2020 Operating Budget for the addition of the Senior Assistant City Attorney is approximately \$32,510. Funding for this position is largely offset by reclassification of an Assistant City Attorney position. The salary for the Senior Assistant City Attorney is set internally to 10% above Assistant City Attorney; which is \$75.60 per hour at Step A and \$91.91 per hour at Step E.

Senior Paralegal - The net fiscal impact to the FY 2020 Operating Budget for the addition of the Senior Paralegal is approximately \$11,009. Funding for this position is largely offset by the elimination of a Paralegal position. The salary for the Senior Paralegal is set internally to 10% above Paralegal, which is \$38.39 per hour at Step A and \$46.66 per hour at Step E.

Personnel Operations Specialist – The addition of the Personnel Operations Specialist will be addressed in the FY 2020 mid-year review process. The salary for the Personnel Operations Specialist is set internally to 10% above Administrative Secretary, which is \$37.37 per hour at Step A and \$43.63 per hour at Step E.

NEXT STEPS

The additional position and salary range will be implemented by the Human Resources and Finance departments effective September 30, 2019. Any necessary budget changes will be made during the FY 2020 mid-year review process. After Personnel Commission action on this item, the Council will consider adoption of these proposed changes.

Prepared by: Anthony Phillip, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2020**

ATTACHMENT II
Recommended by
Personnel Commission
on September 12, 2019
Approved by Council
on September 24, 2019

Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E	
CITY WIDE ADMINISTRATIVE/ANALYTICAL SUPPORT								
SENIOR MANAGEMENT ANALYST	H115	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
MANAGEMENT ANALYST II	H110	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
MANAGEMENT ANALYST I	H105	Classified	Hourly	41.22	43.29	45.44	47.71	50.10
			Bi-Weekly	3,297.60	3,463.20	3,635.20	3,816.80	4,008.00
			Monthly	7,144.80	7,503.60	7,876.27	8,269.73	8,684.00
			Annual	85,737.60	90,043.20	94,515.20	99,236.80	104,208.00
ADMINISTRATIVE SUPERVISOR	H120	Classified	Hourly	36.33	38.14	40.05	42.04	44.15
			Bi-Weekly	2,906.40	3,051.20	3,204.00	3,363.20	3,532.00
			Monthly	6,297.20	6,610.93	6,942.00	7,286.93	7,652.67
			Annual	75,566.40	79,331.20	83,304.00	87,443.20	91,832.00
ADMINISTRATIVE SECRETARY	C120	Classified	Hourly	33.97	35.37	36.75	38.14	39.66
			Bi-Weekly	2,717.60	2,829.60	2,940.00	3,051.20	3,172.80
			Monthly	5,888.13	6,130.80	6,370.00	6,610.93	6,874.40
			Annual	70,657.60	73,569.60	76,440.00	79,331.20	82,492.80
SENIOR SECRETARY	C115	Classified	Hourly	31.05	32.26	33.58	34.80	36.15
			Bi-Weekly	2,484.00	2,580.80	2,686.40	2,784.00	2,892.00
			Monthly	5,382.00	5,591.73	5,820.53	6,032.00	6,266.00
			Annual	64,584.00	67,100.80	69,846.40	72,384.00	75,192.00
SECRETARY	C110	Classified	Hourly	27.32	28.57	30.01	31.41	32.90
			Bi-Weekly	2,185.60	2,285.60	2,400.80	2,512.80	2,632.00
			Monthly	4,735.47	4,952.13	5,201.73	5,444.40	5,702.67
			Annual	56,825.60	59,425.60	62,420.80	65,332.80	68,432.00
ADMINISTRATIVE CLERK II	C105	Classified	Hourly	26.19	27.26	28.37	29.64	31.10
			Bi-Weekly	2,095.20	2,180.80	2,269.60	2,371.20	2,488.00
			Monthly	4,539.60	4,725.07	4,917.47	5,137.60	5,390.67
			Annual	54,475.20	56,700.80	59,009.60	61,651.20	64,688.00
ADMINISTRATIVE CLERK I	C100	Classified	Hourly	23.05	24.28	25.51	26.87	28.27
			Bi-Weekly	1,844.00	1,942.40	2,040.80	2,149.60	2,261.60
			Monthly	3,995.33	4,208.53	4,421.73	4,657.47	4,900.13
			Annual	47,944.00	50,502.40	53,060.80	55,889.60	58,801.60
ADMINISTRATIVE INTERN	Z120	Classified	Hourly				15.82	20.00
			Bi-Weekly				1,265.60	1,600.00
			Monthly				2,742.13	3,466.67
			Annual				32,905.60	41,600.00
MAIL CLERK	C410	Classified	Hourly			15.76	16.54	17.38
			Bi-Weekly			1,260.80	1,323.20	1,390.40
			Monthly			2,731.73	2,866.93	3,012.53
			Annual			32,780.80	34,403.20	36,150.40
CITY WIDE ENGINEERING								
SENIOR CIVIL ENGINEER	H240	Classified	Hourly	58.40	61.31	64.39	67.60	70.97
			Bi-Weekly	4,672.00	4,904.80	5,151.20	5,408.00	5,677.60
			Monthly	10,122.67	10,627.07	11,160.93	11,717.33	12,301.47
			Annual	121,472.00	127,524.80	133,931.20	140,608.00	147,617.60
ASSOCIATE CIVIL ENGINEER	T215	Classified	Hourly	47.81	50.22	52.66	55.34	58.03
			Bi-Weekly	3,824.80	4,017.60	4,212.80	4,427.20	4,642.40
			Monthly	8,287.07	8,704.80	9,127.73	9,592.27	10,058.53
			Annual	99,444.80	104,457.60	109,532.80	115,107.20	120,702.40
ASSISTANT CIVIL ENGINEER	T210	Classified	Hourly	41.19	43.32	45.53	47.73	50.12
			Bi-Weekly	3,295.20	3,465.60	3,642.40	3,818.40	4,009.60
			Monthly	7,139.60	7,508.80	7,891.87	8,273.20	8,687.47
			Annual	85,675.20	90,105.60	94,702.40	99,278.40	104,249.60

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2020**

ATTACHMENT II
Recommended by
Personnel Commission
on September 12, 2019
Approved by Council
on September 24, 2019

Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E	
CITY WIDE MAINTENANCE								
ELECTRICIAN II	M410	Classified	Hourly	43.41	45.15	46.92	48.91	50.93
			Bi-Weekly	3,472.80	3,612.00	3,753.60	3,912.80	4,074.40
			Monthly	7,524.40	7,826.00	8,132.80	8,477.73	8,827.87
			Annual	90,292.80	93,912.00	97,593.60	101,732.80	105,934.40
ELECTRICIAN I	M405	Classified	Hourly	39.48	41.10	42.74	44.52	46.33
			Bi-Weekly	3,158.40	3,288.00	3,419.20	3,561.60	3,706.40
			Monthly	6,843.20	7,124.00	7,408.27	7,716.80	8,030.53
			Annual	82,118.40	85,488.00	88,899.20	92,601.60	96,366.40
MAINTENANCE WORKER	M305	Classified	Hourly	30.02	31.22	32.48	33.64	34.93
			Bi-Weekly	2,401.60	2,497.60	2,598.40	2,691.20	2,794.40
			Monthly	5,203.47	5,411.47	5,629.87	5,830.93	6,054.53
			Annual	62,441.60	64,937.60	67,558.40	69,971.20	72,654.40
LABORER	M200 M300 M830 M905	Classified	Hourly	25.65	26.60	27.66	28.79	29.81
			Bi-Weekly	2,052.00	2,128.00	2,212.80	2,303.20	2,384.80
			Monthly	4,446.00	4,610.67	4,794.40	4,990.27	5,167.07
			Annual	53,352.00	55,328.00	57,532.80	59,883.20	62,004.80
CITY ATTORNEY DEPARTMENT								
SENIOR ASSISTANT CITY ATTORNEY	U215	Classified	Hourly	75.60	79.39	83.36	87.53	91.91
			Bi-Weekly	6,048.00	6,351.20	6,668.80	7,002.40	7,352.80
			Monthly	13,104.00	13,760.93	14,449.07	15,171.87	15,931.07
			Annual	157,248.00	165,131.20	173,388.80	182,062.40	191,172.80
ASSISTANT CITY ATTORNEY	U210	Classified	Hourly	68.73	72.17	75.78	79.57	83.55
			Bi-Weekly	5,498.40	5,773.60	6,062.40	6,365.60	6,684.00
			Monthly	11,913.20	12,509.47	13,135.20	13,792.13	14,482.00
			Annual	142,958.40	150,113.60	157,622.40	165,505.60	173,784.00
DEPUTY CITY ATTORNEY II	U205	Classified	Hourly	56.81	59.63	62.62	65.74	69.05
			Bi-Weekly	4,544.80	4,770.40	5,009.60	5,259.20	5,524.00
			Monthly	9,847.07	10,335.87	10,854.13	11,394.93	11,968.67
			Annual	118,164.80	124,030.40	130,249.60	136,739.20	143,624.00
DEPUTY CITY ATTORNEY I	U200	Classified	Hourly	51.64	54.22	56.93	59.78	62.76
			Bi-Weekly	4,131.20	4,337.60	4,554.40	4,782.40	5,020.80
			Monthly	8,950.93	9,398.13	9,867.87	10,361.87	10,878.40
			Annual	107,411.20	112,777.60	118,414.40	124,342.40	130,540.80
SENIOR PARALEGAL	U196	Classified	Hourly	38.39	40.32	42.33	44.44	46.66
			Bi-Weekly	3,071.20	3,225.60	3,386.40	3,555.20	3,732.80
			Monthly	6,654.27	6,988.80	7,337.20	7,702.93	8,087.73
			Annual	79,851.20	83,865.60	88,046.40	92,435.20	97,052.80
PARALEGAL	U195	Classified	Hourly	34.90	36.65	38.48	40.40	42.42
			Bi-Weekly	2,792.00	2,932.00	3,078.40	3,232.00	3,393.60
			Monthly	6,049.33	6,352.67	6,669.87	7,002.67	7,352.80
			Annual	72,592.00	76,232.00	80,038.40	84,032.00	88,233.60
LEGAL SECRETARY II	C935	Classified	Hourly	32.23	34.1	36.67	37.43	39.35
			Bi-Weekly	2,578.40	2,728.00	2,933.60	2,994.40	3,148.00
			Monthly	5,586.53	5,910.67	6,356.13	6,487.87	6,820.67
			Annual	67,038.40	70,928.00	76,273.60	77,854.40	81,848.00
LEGAL SECRETARY I	C930	Classified	Hourly	29.02	30.55	32.16	33.89	35.69
			Bi-Weekly	2,321.60	2,444.00	2,572.80	2,711.20	2,855.20
			Monthly	5,030.13	5,295.33	5,574.40	5,874.27	6,186.27
			Annual	60,361.60	63,544.00	66,892.80	70,491.20	74,235.20
CITY CLERK DEPARTMENT								
DEPUTY CITY CLERK	H500	Classified	Hourly	45.34	47.62	49.98	52.48	55.11
			Bi-Weekly	3,627.20	3,809.60	3,998.40	4,198.40	4,408.80
			Monthly	7,858.93	8,254.13	8,663.20	9,096.53	9,552.40
			Annual	94,307.20	99,049.60	103,958.40	109,158.40	114,628.80

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2020**

ATTACHMENT II
Recommended by
Personnel Commission
on September 12, 2019
Approved by Council
on September 24, 2019

Classification Title	Job Code	Service Type		Step A	Step B	Step C	Step D	Step E
CITY MANAGER DEPARTMENT								
OFFICE OF THE CITY MANAGER								
GRAPHICS AND MEDIA RELATIONS TECHNICIAN	T300	Classified	Hourly	30.72	32.22	33.93	35.62	37.35
			Bi-Weekly	2,457.60	2,577.60	2,714.40	2,849.60	2,988.00
			Monthly	5,324.80	5,584.80	5,881.20	6,174.13	6,474.00
			Annual	63,897.60	67,017.60	70,574.40	74,089.60	77,688.00
DIGITAL APPLICATIONS DEVELOPER	T470	Classified	Hourly	42.15	44.25	46.46	48.79	51.24
			Bi-Weekly	3,372.00	3,540.00	3,716.80	3,903.20	4,099.20
			Monthly	7,306.00	7,670.00	8,053.07	8,456.93	8,881.60
			Annual	87,672.00	92,040.00	96,636.80	101,483.20	106,579.20
MANAGEMENT FELLOW	U300	Classified	Hourly					23.64
			Bi-Weekly					1,891.20
			Monthly					4,097.60
			Annual					49,171.20
COMMUNITY SERVICES								
COMMUNITY SERVICES MANAGER	H745	Classified	Hourly	62.55	65.67	68.96	72.42	76.03
			Bi-Weekly	5,004.00	5,253.60	5,516.80	5,793.60	6,082.40
			Monthly	10,842.00	11,382.80	11,953.07	12,552.80	13,178.53
			Annual	130,104.00	136,593.60	143,436.80	150,633.60	158,142.40
COMMUNITY PROGRAMS SPECIALIST	T705	Classified	Hourly	40.82	42.95	45.13	47.35	49.66
			Bi-Weekly	3,265.60	3,436.00	3,610.40	3,788.00	3,972.80
			Monthly	7,075.47	7,444.67	7,822.53	8,207.33	8,607.73
			Annual	84,905.60	89,336.00	93,870.40	98,488.00	103,292.80
SENIOR PROPERTY REHABILITATION SPECIALIST	T730	Classified	Hourly	44.89	47.23	49.63	52.08	54.62
			Bi-Weekly	3,591.20	3,778.40	3,970.40	4,166.40	4,369.60
			Monthly	7,780.93	8,186.53	8,602.53	9,027.20	9,467.47
			Annual	93,371.20	98,238.40	103,230.40	108,326.40	113,609.60
PROPERTY REHABILITATION SPECIALIST	T725	Classified	Hourly	40.82	42.95	45.13	47.35	49.66
			Bi-Weekly	3,265.60	3,436.00	3,610.40	3,788.00	3,972.80
			Monthly	7,075.47	7,444.67	7,822.53	8,207.33	8,607.73
			Annual	84,905.60	89,336.00	93,870.40	98,488.00	103,292.80
PARATRANSIT COORDINATOR	T715	Classified	Hourly	38.92	40.86	42.83	45.02	47.22
			Bi-Weekly	3,113.60	3,268.80	3,426.40	3,601.60	3,777.60
			Monthly	6,746.13	7,082.40	7,423.87	7,803.47	8,184.80
			Annual	80,953.60	84,988.80	89,086.40	93,641.60	98,217.60
ECONOMIC DEVELOPMENT								
ECONOMIC DEVELOPMENT MANAGER	H710	Classified	Hourly	62.55	65.67	68.96	72.42	76.03
			Bi-Weekly	5,004.00	5,253.60	5,516.80	5,793.60	6,082.40
			Monthly	10,842.00	11,382.80	11,953.07	12,552.80	13,178.53
			Annual	130,104.00	136,593.60	143,436.80	150,633.60	158,142.40
ECONOMIC DEVELOPMENT SPECIALIST	T745	Classified	Hourly	44.30	46.53	48.80	51.29	53.79
			Bi-Weekly	3,544.00	3,722.40	3,904.00	4,103.20	4,303.20
			Monthly	7,678.67	8,065.20	8,458.67	8,890.27	9,323.60
			Annual	92,144.00	96,782.40	101,504.00	106,683.20	111,883.20
NEIGHBORHOOD PARTNERSHIP SERVICES								
NEIGHBORHOOD DEVELOPMENT MANAGER	H735	Classified	Hourly	61.75	64.82	68.06	71.46	75.04
			Bi-Weekly	4,940.00	5,185.60	5,444.80	5,716.80	6,003.20
			Monthly	10,703.33	11,235.47	11,797.07	12,386.40	13,006.93
			Annual	128,440.00	134,825.60	141,564.80	148,636.80	156,083.20
NEIGHBORHOOD PARTNERSHIP MANAGER	H730	Classified	Hourly	55.53	58.31	61.22	64.28	67.50
			Bi-Weekly	4,442.40	4,664.80	4,897.60	5,142.40	5,400.00
			Monthly	9,625.20	10,107.07	10,611.47	11,141.87	11,700.00
			Annual	115,502.40	121,284.80	127,337.60	133,702.40	140,400.00

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HOUSING AUTHORITY								
HOUSING MANAGER	H715	Classified	Hourly	62.55	65.67	68.96	72.42	76.03
			Bi-Weekly	5,004.00	5,253.60	5,516.80	5,793.60	6,082.40
			Monthly	10,842.00	11,382.80	11,953.07	12,552.80	13,178.53
			Annual	130,104.00	136,593.60	143,436.80	150,633.60	158,142.40
HOUSING DEVELOPMENT SPECIALIST	T750	Classified	Hourly	44.30	46.53	48.80	51.29	53.79
			Bi-Weekly	3,544.00	3,722.40	3,904.00	4,103.20	4,303.20
			Monthly	7,678.67	8,065.20	8,458.67	8,890.27	9,323.60
			Annual	92,144.00	96,782.40	101,504.00	106,683.20	111,883.20
HOMEOWNERSHIP COORDINATOR	T710	Classified	Hourly	38.92	40.86	42.83	45.02	47.22
			Bi-Weekly	3,113.60	3,268.80	3,426.40	3,601.60	3,772.60
			Monthly	6,746.13	7,082.40	7,423.87	7,803.47	8,184.80
			Annual	80,953.60	84,988.80	89,086.40	93,641.60	98,217.60
DEVELOPMENT SERVICES DEPARTMENT								
DEVELOPMENT SERVICE ADMINISTRATION								
DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	U515	Classified	Hourly	72.73	76.37	80.20	84.20	88.42
			Bi-Weekly	5,818.40	6,109.60	6,416.00	6,736.00	7,073.60
			Monthly	12,606.53	13,237.47	13,901.33	14,594.67	15,326.13
			Annual	151,278.40	158,849.60	166,816.00	175,136.00	183,913.60
BUILDING DIVISION								
CITY BUILDING OFFICIAL	H335	Classified	Hourly	64.21	67.42	70.79	74.34	78.05
			Bi-Weekly	5,136.80	5,393.60	5,663.20	5,947.20	6,244.00
			Monthly	11,129.73	11,686.13	12,270.27	12,885.60	13,528.67
			Annual	133,556.80	140,233.60	147,243.20	154,627.20	162,344.00
SUPERVISING BUILDING INSPECTOR	H330	Classified	Hourly	52.42	55.04	57.79	60.69	63.72
			Bi-Weekly	4,193.60	4,403.20	4,623.20	4,855.20	5,097.60
			Monthly	9,086.13	9,540.27	10,016.93	10,519.60	11,044.80
			Annual	109,033.60	114,483.20	120,203.20	126,235.20	132,537.60
SENIOR BUILDING INSPECTOR/STRUCTURAL	T365	Classified	Hourly	43.76	46.10	48.42	50.70	53.24
			Bi-Weekly	3,500.80	3,688.00	3,873.60	4,056.00	4,259.20
			Monthly	7,585.07	7,990.67	8,392.80	8,788.00	9,228.27
			Annual	91,020.80	95,888.00	100,713.60	105,456.00	110,739.20
SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL	T360	Classified	Hourly	43.76	46.10	48.42	50.70	53.24
			Bi-Weekly	3,500.80	3,688.00	3,873.60	4,056.00	4,259.20
			Monthly	7,585.07	7,990.67	8,392.80	8,788.00	9,228.27
			Annual	91,020.80	95,888.00	100,713.60	105,456.00	110,739.20
SENIOR BUILDING INSPECTOR/ELECTRICAL	T355	Classified	Hourly	43.76	46.10	48.42	50.70	53.24
			Bi-Weekly	3,500.80	3,688.00	3,873.60	4,056.00	4,259.20
			Monthly	7,585.07	7,990.67	8,392.80	8,788.00	9,228.27
			Annual	91,020.80	95,888.00	100,713.60	105,456.00	110,739.20
BUILDING INSPECTOR	T350	Classified	Hourly	37.78	39.56	41.57	43.69	46.55
			Bi-Weekly	3,022.40	3,164.80	3,325.60	3,495.20	3,724.00
			Monthly	6,548.53	6,857.07	7,205.47	7,572.93	8,068.67
			Annual	78,582.40	82,284.80	86,465.60	90,875.20	96,824.00
PLAN CHECKING ENGINEER	T335	Classified	Hourly	51.17	53.64	56.35	59.28	62.30
			Bi-Weekly	4,093.60	4,291.20	4,508.00	4,742.40	4,984.00
			Monthly	8,869.47	9,297.60	9,767.33	10,275.20	10,798.67
			Annual	106,433.60	111,571.20	117,208.00	123,302.40	129,584.00
SUPERVISING PLAN CHECKER AND EXPEDITOR	H325	Classified	Hourly	56.36	59.17	62.15	65.25	68.52
			Bi-Weekly	4,508.80	4,733.60	4,972.00	5,220.00	5,481.60
			Monthly	9,769.07	10,256.13	10,772.67	11,310.00	11,876.80
			Annual	117,228.80	123,073.60	129,272.00	135,720.00	142,521.60
SENIOR PLAN CHECKER	T330	Classified	Hourly	43.76	46.10	48.42	50.70	53.24
			Bi-Weekly	3,500.80	3,688.00	3,873.60	4,056.00	4,259.20
			Monthly	7,585.07	7,990.67	8,392.80	8,788.00	9,228.27
			Annual	91,020.80	95,888.00	100,713.60	105,456.00	110,739.20
PLAN CHECKER	T325	Classified	Hourly	39.79	41.89	44.02	46.12	48.41
			Bi-Weekly	3,183.20	3,351.20	3,521.60	3,689.60	3,872.80
			Monthly	6,896.93	7,260.93	7,630.13	7,994.13	8,391.07
			Annual	82,763.20	87,131.20	91,561.60	95,929.60	100,692.80

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SUPERVISING PERMIT TECHNICIAN	H340	Classified	Hourly	37.50	39.38	41.34	43.41	45.58
			Bi-Weekly	3,000.00	3,150.40	3,307.20	3,472.80	3,646.40
			Monthly	6,500.00	6,825.87	7,165.60	7,524.40	7,900.53
			Annual	78,000.00	81,910.40	85,987.20	90,292.80	94,806.40
SENIOR PERMIT TECHNICIAN	C205	Classified	Hourly	35.89	37.37	38.82	40.51	42.57
			Bi-Weekly	2,871.20	2,989.60	3,105.60	3,240.80	3,405.60
			Monthly	6,220.93	6,477.47	6,728.80	7,021.73	7,378.80
			Annual	74,651.20	77,729.60	80,745.60	84,260.80	88,545.60
PERMIT TECHNICIAN II	C200	Classified	Hourly	32.36	33.65	35.01	36.53	38.37
			Bi-Weekly	2,588.80	2,692.00	2,800.80	2,922.40	3,069.60
			Monthly	5,609.07	5,832.67	6,068.40	6,331.87	6,650.80
			Annual	67,308.80	69,992.00	72,820.80	75,982.40	79,809.60
PERMIT TECHNICIAN I	C199	Classified	Hourly	29.42	30.59	31.82	33.19	34.88
			Bi-Weekly	2,353.60	2,447.20	2,545.60	2,655.20	2,790.40
			Monthly	5,099.47	5,302.27	5,515.47	5,752.93	6,045.87
			Annual	61,193.60	63,627.20	66,185.60	69,035.20	72,550.40
PLANNING DIVISION								
PLANNING MANAGER	H320	Classified	Hourly	64.43	67.63	71.01	74.56	78.30
			Bi-Weekly	5,154.40	5,410.40	5,680.80	5,964.80	6,264.00
			Monthly	11,167.87	11,722.53	12,308.40	12,923.73	13,572.00
			Annual	134,014.40	140,670.40	147,700.80	155,084.80	162,864.00
PRINCIPAL PLANNER	H315	Classified	Hourly	55.53	58.31	61.22	64.28	67.50
			Bi-Weekly	4,442.40	4,664.80	4,897.60	5,142.40	5,400.00
			Monthly	9,625.20	10,107.07	10,611.47	11,141.87	11,700.00
			Annual	115,502.40	121,284.80	127,337.60	133,702.40	140,400.00
SENIOR PLANNER	H310	Classified	Hourly	49.75	52.23	54.85	57.59	60.47
			Bi-Weekly	3,980.00	4,178.40	4,388.00	4,607.20	4,837.60
			Monthly	8,623.33	9,053.20	9,507.33	9,982.27	10,481.47
			Annual	103,480.00	108,638.40	114,088.00	119,787.20	125,777.60
ASSOCIATE PLANNER	T315	Classified	Hourly	44.43	46.61	48.92	51.44	53.90
			Bi-Weekly	3,554.40	3,728.80	3,913.60	4,115.20	4,312.00
			Monthly	7,701.20	8,079.07	8,479.47	8,916.27	9,342.67
			Annual	92,414.40	96,948.80	101,753.60	106,995.20	112,112.00
ASSISTANT PLANNER	T310	Classified	Hourly	36.46	38.24	40.30	42.27	44.43
			Bi-Weekly	2,916.80	3,059.20	3,224.00	3,381.60	3,554.40
			Monthly	6,319.73	6,628.27	6,985.33	7,326.80	7,701.20
			Annual	75,836.80	79,539.20	83,824.00	87,921.60	92,414.40
JUNIOR PLANNER	T305	Classified	Hourly	32.32	34.03	35.63	37.41	39.24
			Bi-Weekly	2,585.60	2,722.40	2,850.40	2,992.80	3,139.20
			Monthly	5,602.13	5,898.53	6,175.87	6,484.40	6,801.60
			Annual	67,225.60	70,782.40	74,110.40	77,812.80	81,619.20
DEVELOPMENT REVIEW SPECIALIST	T320	Classified	Hourly	38.85	40.73	42.95	45.06	47.35
			Bi-Weekly	3,108.00	3,258.40	3,436.00	3,604.80	3,788.00
			Monthly	6,734.00	7,059.87	7,444.67	7,810.40	8,207.33
			Annual	80,808.00	84,718.40	89,336.00	93,724.80	98,488.00
LANDSCAPE ARCHITECT	H300	Classified	Hourly	58.64	61.56	64.64	67.88	71.28
			Bi-Weekly	4,691.20	4,924.80	5,171.20	5,430.40	5,702.40
			Monthly	10,164.27	10,670.40	11,204.27	11,765.87	12,355.20
			Annual	121,971.20	128,044.80	134,451.20	141,190.40	148,262.40
ASSOCIATE LANDSCAPE ARCHITECT	T370	Classified	Hourly	43.99	46.15	48.44	50.93	53.37
			Bi-Weekly	3,519.20	3,692.00	3,875.20	4,074.40	4,269.60
			Monthly	7,624.93	7,999.33	8,396.27	8,827.87	9,250.80
			Annual	91,499.20	95,992.00	100,755.20	105,934.40	111,009.60
CODE ENFORCEMENT DIVISION								
CODE ENFORCEMENT MANAGER	H703	Classified	Hourly	50.74	53.28	55.94	58.74	61.67
			Bi-Weekly	4,059.20	4,262.40	4,475.20	4,699.20	4,933.60
			Monthly	8,794.93	9,235.20	9,696.27	10,181.60	10,689.47
			Annual	105,539.20	110,822.40	116,355.20	122,179.20	128,273.60
CODE ENFORCEMENT SUPERVISOR	H700	Classified	Hourly	44.11	46.32	48.65	51.07	53.63
			Bi-Weekly	3,528.80	3,705.60	3,892.00	4,085.60	4,290.40
			Monthly	7,645.73	8,028.80	8,432.67	8,852.13	9,295.87
			Annual	91,748.80	96,345.60	101,192.00	106,225.60	111,550.40
SENIOR CODE ENFORCEMENT INSPECTOR	T610	Classified	Hourly	40.13	42.14	44.24	46.45	48.77
			Bi-Weekly	3,210.40	3,371.20	3,539.20	3,716.00	3,901.60
			Monthly	6,955.87	7,304.27	7,668.27	8,051.33	8,453.47
			Annual	83,470.40	87,651.20	92,019.20	96,616.00	101,441.60
CODE ENFORCEMENT INSPECTOR II	T605	Classified	Hourly	36.47	38.29	40.21	42.22	44.33
			Bi-Weekly	2,917.60	3,063.20	3,216.80	3,377.60	3,546.40
			Monthly	6,321.47	6,636.93	6,969.73	7,318.13	7,683.87
			Annual	75,857.60	79,643.20	83,636.80	87,817.60	92,206.40
CODE ENFORCEMENT INSPECTOR I	T600	Classified	Hourly	33.15	34.81	36.54	38.37	40.30
			Bi-Weekly	2,652.00	2,784.80	2,923.20	3,069.60	3,224.00
			Monthly	5,746.00	6,033.73	6,333.60	6,650.80	6,985.33
			Annual	68,952.00	72,404.80	76,003.20	79,809.60	83,824.00

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FINANCE DEPARTMENT								
ADMINISTRATION DIVISION								
DEPUTY DIRECTOR OF FINANCE	U500	Classified	Hourly	66.44	69.76	73.26	76.92	80.75
			Bi-Weekly	5,315.20	5,580.80	5,860.80	6,153.60	6,460.00
			Monthly	11,516.27	12,091.73	12,698.40	13,332.80	13,996.67
			Annual	138,195.20	145,100.80	152,380.80	159,993.60	167,960.00
BUDGET OFFICER	H170	Classified	Hourly	52.22	54.85	57.58	60.46	63.47
			Bi-Weekly	4,177.60	4,388.00	4,606.40	4,836.80	5,077.60
			Monthly	9,051.47	9,507.33	9,980.53	10,479.73	11,001.47
			Annual	108,617.60	114,088.00	119,766.40	125,756.80	132,017.60
FINANCIAL ANALYST	H165	Classified	Hourly	45.53	47.79	50.18	52.68	55.32
			Bi-Weekly	3,642.40	3,823.20	4,014.40	4,214.40	4,425.60
			Monthly	7,891.87	8,283.60	8,697.87	9,131.20	9,588.80
			Annual	94,702.40	99,403.20	104,374.40	109,574.40	115,065.60
FINANCE TECHNICIAN	C320	Classified	Hourly	34.62	36.34	38.17	40.07	42.09
			Bi-Weekly	2,769.60	2,907.20	3,053.60	3,205.60	3,367.20
			Monthly	6,000.80	6,298.93	6,616.13	6,945.47	7,295.60
			Annual	72,009.60	75,587.20	79,393.60	83,345.60	87,547.20
ACCOUNTING DIVISION								
ACCOUNTING MANAGER	H150	Classified	Hourly	60.41	63.42	66.58	69.91	73.41
			Bi-Weekly	4,832.80	5,073.60	5,326.40	5,592.80	5,872.80
			Monthly	10,471.07	10,992.80	11,540.53	12,117.73	12,724.40
			Annual	125,652.80	131,913.60	138,486.40	145,412.80	152,692.80
SENIOR ACCOUNTANT	H145	Classified	Hourly	45.80	48.07	50.46	52.99	55.63
			Bi-Weekly	3,664.00	3,845.60	4,036.80	4,239.20	4,450.40
			Monthly	7,938.67	8,332.13	8,746.40	9,184.93	9,642.53
			Annual	95,264.00	99,985.60	104,956.80	110,219.20	115,710.40
ACCOUNTANT	H140	Classified	Hourly	41.61	43.69	45.86	48.16	50.57
			Bi-Weekly	3,328.80	3,495.20	3,668.80	3,852.80	4,045.60
			Monthly	7,212.40	7,572.93	7,949.07	8,347.73	8,765.47
			Annual	86,548.80	90,875.20	95,388.80	100,172.80	105,185.60
SENIOR ACCOUNT CLERK	C305	Classified	Hourly	29.97	31.43	32.79	34.37	35.98
			Bi-Weekly	2,397.60	2,514.40	2,623.20	2,749.60	2,878.40
			Monthly	5,194.80	5,447.87	5,683.60	5,957.47	6,236.53
			Annual	62,337.60	65,374.40	68,203.20	71,489.60	74,838.40
ACCOUNT CLERK	C300	Classified	Hourly	27.31	28.53	29.87	31.24	32.81
			Bi-Weekly	2,184.80	2,282.40	2,389.60	2,499.20	2,624.80
			Monthly	4,733.73	4,945.20	5,177.47	5,414.93	5,687.07
			Annual	56,804.80	59,342.40	62,129.60	64,979.20	68,244.80
REVENUE DIVISION								
REVENUE MANAGER	H160	Classified	Hourly	60.41	63.42	66.58	69.91	73.41
			Bi-Weekly	4,832.80	5,073.60	5,326.40	5,592.80	5,872.80
			Monthly	10,471.07	10,992.80	11,540.53	12,117.73	12,724.40
			Annual	125,652.80	131,913.60	138,486.40	145,412.80	152,692.80
FINANCE SUPERVISOR	H155	Classified	Hourly	45.02	47.28	49.63	52.11	54.71
			Bi-Weekly	3,601.60	3,782.40	3,970.40	4,168.80	4,376.80
			Monthly	7,803.47	8,195.20	8,602.53	9,032.40	9,483.07
			Annual	93,641.60	98,342.40	103,230.40	108,388.80	113,796.80
SUPERVISING CUSTOMER ACCOUNT CLERK	C332	Classified	Hourly	32.56	34.19	35.87	37.68	39.57
			Bi-Weekly	2,604.80	2,735.20	2,869.60	3,014.40	3,165.60
			Monthly	5,643.73	5,926.27	6,217.47	6,531.20	6,858.80
			Annual	67,724.80	71,115.20	74,609.60	78,374.40	82,305.60
SENIOR CUSTOMER ACCOUNT CLERK	C330	Classified	Hourly	29.97	31.43	32.79	34.37	35.98
			Bi-Weekly	2,397.60	2,514.40	2,623.20	2,749.60	2,878.40
			Monthly	5,194.80	5,447.87	5,683.60	5,957.47	6,236.53
			Annual	62,337.60	65,374.40	68,203.20	71,489.60	74,838.40
CUSTOMER ACCOUNT CLERK	C325	Classified	Hourly	27.31	28.53	29.87	31.24	32.81
			Bi-Weekly	2,184.80	2,282.40	2,389.60	2,499.20	2,624.80
			Monthly	4,733.73	4,945.20	5,177.47	5,414.93	5,687.07
			Annual	56,804.80	59,342.40	62,129.60	64,979.20	68,244.80
MAIL AND REVENUE CLERK	C322	Classified	Hourly	23.05	24.28	25.51	26.87	28.27
			Bi-Weekly	1,844.00	1,942.40	2,040.80	2,149.60	2,261.60
			Monthly	3,995.33	4,208.53	4,421.73	4,657.47	4,900.13
			Annual	47,944.00	50,502.40	53,060.80	55,889.60	58,801.60
PURCHASING DIVISION								
PURCHASING AND SERVICES MANAGER	H180	Classified	Hourly	52.21	54.82	57.56	60.43	63.44
			Bi-Weekly	4,176.80	4,385.60	4,604.80	4,834.40	5,075.20
			Monthly	9,049.73	9,502.13	9,977.07	10,474.53	10,996.27
			Annual	108,596.80	114,025.60	119,724.80	125,694.40	131,955.20
PURCHASING TECHNICIAN	C345	Classified	Hourly	31.49	33.07	34.70	36.41	38.25
			Bi-Weekly	2,519.20	2,645.60	2,776.00	2,912.80	3,060.00
			Monthly	5,458.27	5,732.13	6,014.67	6,311.07	6,630.00
			Annual	65,499.20	68,785.60	72,176.00	75,732.80	79,560.00
MAIL AND PURCHASING CLERK	C335	Classified	Hourly	24.86	26.11	27.33	28.75	30.17
			Bi-Weekly	1,988.80	2,088.80	2,186.40	2,300.00	2,413.60
			Monthly	4,309.07	4,525.73	4,737.20	4,983.33	5,229.47
			Annual	51,708.80	54,308.80	56,846.40	59,800.00	62,753.60

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FIRE DEPARTMENT							
SWORN							
DEPUTY FIRE CHIEF (40 HR)	F600	Classified	Hourly	87.70	92.09	96.69	101.53
			Bi-Weekly	7,016.00	7,367.20	7,735.20	8,122.40
			Monthly	15,201.33	15,962.27	16,759.60	17,598.53
			Annual	182,416.00	191,547.20	201,115.20	211,182.40
FIRE MARSHAL (40 HR)	F400	Classified	Hourly	79.73	83.72	87.90	92.30
			Bi-Weekly	6,378.40	6,697.60	7,032.00	7,384.00
			Monthly	13,819.87	14,511.47	15,236.00	15,998.67
			Annual	165,838.40	174,137.60	182,832.00	191,984.00
FIRE TRAINING OFFICER (40 HR)	F420	Classified	Hourly	79.73	83.72	87.90	92.30
			Bi-Weekly	6,378.40	6,697.60	7,032.00	7,384.00
			Monthly	13,819.87	14,511.47	15,236.00	15,998.67
			Annual	165,838.40	174,137.60	182,832.00	191,984.00
BATTALION CHIEF (56 HR)	F410	Classified	Hourly	51.77	54.36	57.08	59.94
			Bi-Weekly	5,798.24	6,088.32	6,392.96	6,713.28
			Monthly	12,562.85	13,191.36	13,851.41	14,545.44
			Annual	150,754.24	158,296.32	166,216.96	174,545.28
BATTALION CHIEF (40 HR)	F415	Classified	Hourly	72.47	76.10	79.91	83.91
			Bi-Weekly	5,797.60	6,088.00	6,392.80	6,712.80
			Monthly	12,561.47	13,190.67	13,851.07	14,544.40
			Annual	150,737.60	158,288.00	166,212.80	174,532.80
STAFF FIRE CAPTAIN (40 HR)	F240	Classified	Hourly	69.79	73.28	76.94	
			Bi-Weekly			5,583.20	5,862.40
			Monthly			12,096.93	12,701.87
			Annual			145,163.20	152,422.40
STAFF FIRE CAPTAIN - EMT (40 HR)	F241	Classified	Hourly			64.62	67.85
			Bi-Weekly			5,169.60	5,428.00
			Monthly			11,200.80	11,760.67
			Annual			134,409.60	141,128.00
FIRE CAPTAIN (56 HR)	F245	Classified	Hourly			45.31	47.57
			Bi-Weekly			5,074.72	5,327.84
			Monthly			10,995.23	11,543.65
			Annual			131,942.72	138,523.84
FIRE CAPTAIN (40 HR)	F250	Classified	Hourly			63.44	66.61
			Bi-Weekly			5,075.20	5,328.80
			Monthly			10,996.27	11,545.73
			Annual			131,955.20	138,548.80
FIRE PREVENTION INSPECTOR (56 HR)	F225	Classified	Hourly	38.39	40.30	42.31	44.43
			Bi-Weekly	4,299.68	4,513.60	4,738.72	4,976.16
			Monthly	9,315.97	9,779.47	10,267.23	10,781.68
			Annual	111,791.68	117,353.60	123,206.72	129,380.16
FIRE PREVENTION INSPECTOR - EMT (40 HR)	F221	Classified	Hourly	49.73	52.22	54.84	57.58
			Bi-Weekly	3,978.40	4,177.60	4,387.20	4,606.40
			Monthly	8,619.87	9,051.47	9,505.60	9,980.53
			Annual	103,438.40	108,617.60	114,067.20	119,766.40
FIRE PREVENTION INSPECTOR (40 HR)	F220	Classified	Hourly	53.70	56.40	59.22	62.18
			Bi-Weekly	4,296.00	4,512.00	4,737.60	4,974.40
			Monthly	9,308.00	9,776.00	10,264.80	10,777.87
			Annual	111,696.00	117,312.00	123,177.60	129,334.40
APPARATUS OPERATOR (56 HR)	F210	Classified	Hourly	36.35	38.16	40.08	42.08
			Bi-Weekly	4,071.20	4,273.92	4,488.96	4,712.96
			Monthly	8,820.93	9,260.16	9,726.08	10,211.41
			Annual	105,851.20	111,121.92	116,712.96	122,536.96
APPARATUS OPERATOR - EMT (56 HR)	F211	Classified	Hourly	33.66	35.33	37.11	38.96
			Bi-Weekly	3,769.92	3,956.96	4,156.32	4,363.52
			Monthly	8,168.16	8,573.41	9,005.36	9,454.29
			Annual	98,017.92	102,880.96	108,064.32	113,451.52
APPARATUS OPERATOR (40 HR)	F215	Classified	Hourly	50.84	53.38	56.05	58.85
			Bi-Weekly	4,067.20	4,270.40	4,484.00	4,708.00
			Monthly	8,812.27	9,252.53	9,715.33	10,200.67
			Annual	105,747.20	111,030.40	116,584.00	122,408.00
FIREFIGHTER (56 HR)	F200	Classified	Hourly	34.25	35.97	37.77	39.66
			Bi-Weekly	3,836.00	4,028.64	4,230.24	4,441.92
			Monthly	8,311.33	8,728.72	9,165.52	9,624.16
			Annual	99,736.00	104,744.64	109,986.24	115,489.92
FIREFIGHTER (40 HR)	F205	Classified	Hourly	47.97	50.36	52.87	55.52
			Bi-Weekly	3,837.60	4,028.80	4,229.60	4,441.60
			Monthly	8,314.80	8,729.07	9,164.13	9,623.47
			Annual	99,777.60	104,748.80	109,969.60	115,481.60
FIREFIGHTER TRAINEE (40 HR)	F100	Classified	Hourly	43.61	45.78		
			Bi-Weekly	3,488.80	3,662.40		
			Monthly	7,559.07	7,935.20		
			Annual	90,708.80	95,222.40		

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PROFESSIONAL STAFF								
HAZARDOUS MATERIALS PROGRAM COORDINATOR	H590	Classified	Hourly	54.78	57.52	60.39	63.42	66.58
			Bi-Weekly	4,382.40	4,601.60	4,831.20	5,073.60	5,326.40
			Monthly	9,495.20	9,970.13	10,467.60	10,992.80	11,540.53
			Annual	113,942.40	119,641.60	125,611.20	131,913.60	138,486.40
FIRE PROTECTION ENGINEER	T510	Classified	Hourly	51.17	53.64	56.35	59.28	62.30
			Bi-Weekly	4,093.60	4,291.20	4,508.00	4,742.40	4,984.00
			Monthly	8,869.47	9,297.60	9,767.33	10,275.20	10,798.67
			Annual	106,433.60	111,571.20	117,208.00	123,302.40	129,584.00
EMERGENCY MEDICAL SERVICES COORDINATOR	H585	Classified	Hourly	49.82	52.32	54.93	57.67	60.56
			Bi-Weekly	3,985.60	4,185.60	4,394.40	4,613.60	4,844.80
			Monthly	8,635.47	9,068.80	9,521.20	9,996.13	10,497.07
			Annual	103,625.60	108,825.60	114,254.40	119,953.60	125,964.80
ENVIRONMENTAL SPECIALIST	T505	Classified	Hourly	45.26	47.52	49.90	52.39	55.01
			Bi-Weekly	3,620.80	3,801.60	3,992.00	4,191.20	4,400.80
			Monthly	7,845.07	8,236.80	8,649.33	9,080.93	9,535.07
			Annual	94,140.80	98,841.60	103,792.00	108,971.20	114,420.80
HAZARDOUS MATERIALS INSPECTOR	T500	Classified	Hourly	43.12	45.27	47.53	49.92	52.39
			Bi-Weekly	3,449.60	3,621.60	3,802.40	3,993.60	4,191.20
			Monthly	7,474.13	7,846.80	8,238.53	8,652.80	9,080.93
			Annual	89,689.60	94,161.60	98,862.40	103,833.60	108,971.20
FIRE SERVICES SUPERVISOR	H580	Classified	Hourly	49.86	52.36	54.97	57.72	60.61
			Bi-Weekly	3,988.80	4,188.80	4,397.60	4,617.60	4,848.80
			Monthly	8,642.40	9,075.73	9,528.13	10,004.80	10,505.73
			Annual	103,708.80	108,908.80	114,337.60	120,057.60	126,068.80
SENIOR FIRE TECHNICIAN	C260	Classified	Hourly	35.89	37.37	38.82	40.51	42.57
			Bi-Weekly	2,871.20	2,989.60	3,105.60	3,240.80	3,405.60
			Monthly	6,220.93	6,477.47	6,728.80	7,021.73	7,378.80
			Annual	74,651.20	77,729.60	80,745.60	84,260.80	88,545.60
FIRE TECHNICIAN II	C255	Classified	Hourly	31.58	33.15	34.80	36.56	38.37
			Bi-Weekly	2,526.40	2,652.00	2,784.00	2,924.80	3,069.60
			Monthly	5,473.87	5,746.00	6,032.00	6,337.07	6,650.80
			Annual	65,686.40	68,952.00	72,384.00	76,044.80	79,809.60
FIRE TECHNICIAN I	C250	Classified	Hourly	28.68	30.12	31.63	33.21	34.87
			Bi-Weekly	2,294.40	2,409.60	2,530.40	2,656.80	2,789.60
			Monthly	4,971.20	5,220.80	5,482.53	5,756.40	6,044.13
			Annual	59,654.40	62,649.60	65,790.40	69,076.80	72,529.60
HUMAN RESOURCES DEPARTMENT								
DEPUTY DIRECTOR OF HUMAN RESOURCES	U520	Classified	Hourly	66.44	69.76	73.26	76.92	80.75
			Bi-Weekly	5,315.20	5,580.80	5,860.80	6,153.60	6,460.00
			Monthly	11,516.27	12,091.73	12,698.40	13,332.80	13,996.67
			Annual	138,195.20	145,100.80	152,380.80	159,993.60	167,960.00
HUMAN RESOURCES MANAGER	U135	Classified	Hourly	50.06	52.56	55.19	57.95	60.84
			Bi-Weekly	4,004.80	4,204.80	4,415.20	4,636.00	4,867.20
			Monthly	8,677.07	9,110.40	9,566.27	10,044.67	10,545.60
			Annual	104,124.80	109,324.80	114,795.20	120,536.00	126,547.20
SENIOR HUMAN RESOURCES ANALYST	U120	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
HUMAN RESOURCES ANALYST II	U115	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
HUMAN RESOURCES ANALYST I	U110	Classified	Hourly	41.22	43.29	45.44	47.71	50.10
			Bi-Weekly	3,297.60	3,463.20	3,635.20	3,816.80	4,008.00
			Monthly	7,144.80	7,503.60	7,876.27	8,269.73	8,684.00
			Annual	85,737.60	90,043.20	94,515.20	99,236.80	104,208.00
HUMAN RESOURCES TECHNICIAN	U100	Classified	Hourly	30.03	31.54	33.11	34.75	36.49
			Bi-Weekly	2,402.40	2,523.20	2,648.80	2,780.00	2,919.20
			Monthly	5,205.20	5,466.93	5,739.07	6,023.33	6,324.93
			Annual	62,462.40	65,603.20	68,868.80	72,280.00	75,899.20
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT	U105	Classified	Hourly	33.74	35.42	37.19	39.05	41.01
			Bi-Weekly	2,699.20	2,833.60	2,975.20	3,124.00	3,280.80
			Monthly	5,848.27	6,139.47	6,446.27	6,768.67	7,108.40
			Annual	70,179.20	73,673.60	77,355.20	81,224.00	85,300.80

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LIBRARY SERVICES DEPARTMENT							
LIBRARY SERVICES DIVISION							
LIBRARY OPERATIONS MANAGER	H755	Classified	Hourly	43.21	45.36	47.63	50.00
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67
			Annual	89,876.80	94,348.80	99,070.40	104,000.00
SUPERVISING LIBRARIAN I	H750	Classified	Hourly	43.21	45.36	47.63	50.00
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67
			Annual	89,876.80	94,348.80	99,070.40	104,000.00
LIBRARIAN II	T795	Classified	Hourly	34.23	35.95	37.68	39.59
			Bi-Weekly	2,738.40	2,876.00	3,014.40	3,167.20
			Monthly	5,933.20	6,231.33	6,531.20	6,862.27
			Annual	71,198.40	74,776.00	78,374.40	82,347.20
LIBRARIAN I	T790	Classified	Hourly	31.04	32.60	34.23	35.86
			Bi-Weekly	2,483.20	2,608.00	2,738.40	2,868.80
			Monthly	5,380.27	5,650.67	5,933.20	6,215.73
			Annual	64,563.20	67,808.00	71,198.40	74,588.80
LEAD LIBRARY ASSISTANT	C520	Classified	Hourly	30.06	31.58	33.08	34.71
			Bi-Weekly	2,404.80	2,526.40	2,646.40	2,776.80
			Monthly	5,210.40	5,473.87	5,733.87	6,016.40
			Annual	62,524.80	65,686.40	68,806.40	72,196.80
SENIOR LIBRARY ASSISTANT	C515	Classified	Hourly	27.75	28.98	30.30	31.65
			Bi-Weekly	2,220.00	2,318.40	2,424.00	2,532.00
			Monthly	4,810.00	5,023.20	5,252.00	5,486.00
			Annual	57,720.00	60,278.40	63,024.00	65,832.00
LIBRARY ASSISTANT	C510	Classified	Hourly	25.15	26.31	27.50	28.76
			Bi-Weekly	2,012.00	2,104.80	2,200.00	2,300.80
			Monthly	4,359.33	4,560.40	4,766.67	4,985.07
			Annual	52,312.00	54,724.80	57,200.00	59,820.80
SENIOR LIBRARY PAGE (.6 FTE)	C505	Classified	Hourly				18.35
			Bi-Weekly				880.80
			Monthly				1,908.40
			Annual				22,900.80
LIBRARY PAGE (.3 FTE)	C500	Classified	Hourly				16.68
			Bi-Weekly				400.32
			Monthly				867.36
			Annual				10,408.32
EDUCATION SERVICES MANAGER	H760	Classified	Hourly	43.21	45.36	47.63	50.00
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67
			Annual	89,876.80	94,348.80	99,070.40	104,000.00
EDUCATIONAL SERVICES COORDINATOR	T780	Classified	Hourly	30.33	31.86	33.46	35.13
			Bi-Weekly	2,426.40	2,548.80	2,676.80	2,810.40
			Monthly	5,257.20	5,522.40	5,799.73	6,089.20
			Annual	63,086.40	66,268.80	69,596.80	73,070.40
LITERACY PROGRAM COORDINATOR	T785	Classified	Hourly	30.37	31.91	33.49	35.09
			Bi-Weekly	2,429.60	2,552.80	2,679.20	2,807.20
			Monthly	5,264.13	5,531.07	5,804.93	6,082.27
			Annual	63,169.60	66,372.80	69,659.20	72,987.20
LEAD PROGRAM ASSISTANT	C508	Classified	Hourly	30.06	31.58	33.08	34.71
			Bi-Weekly	2,404.80	2,526.40	2,646.40	2,776.80
			Monthly	5,210.40	5,473.87	5,733.87	6,016.40
			Annual	62,524.80	65,686.40	68,806.40	72,196.80
PROGRAM ASSISTANT	C506	Classified	Hourly	23.26	24.43	25.64	26.93
			Bi-Weekly	1,860.80	1,954.40	2,051.20	2,154.40
			Monthly	4,031.73	4,234.53	4,444.27	4,667.87
			Annual	48,380.80	50,814.40	53,331.20	56,014.40

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MAINTENANCE SERVICES DEPARTMENT							
FACILITIES MANAGEMENT							
FACILITIES AND BUILDING MANAGER	H605	Classified	Hourly	54.78	57.50	60.38	66.58
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07
			Annual	113,942.40	119,600.00	125,590.40	131,892.80
FACILITIES LEADWORKER	M135	Classified	Hourly	48.03	49.94	51.88	56.33
			Bi-Weekly	3,842.40	3,995.20	4,150.40	4,321.60
			Monthly	8,325.20	8,656.27	8,992.53	9,363.47
			Annual	99,902.40	103,875.20	107,910.40	112,361.60
HVAC MECHANIC	M140	Classified	Hourly	43.41	45.15	46.92	50.93
			Bi-Weekly	3,472.80	3,612.00	3,753.60	3,912.80
			Monthly	7,524.40	7,826.00	8,132.80	8,477.73
			Annual	90,292.80	93,912.00	97,593.60	101,732.80
FACILITIES PAINTER II	M130	Classified	Hourly	35.43	36.88	38.32	39.91
			Bi-Weekly	2,834.40	2,950.40	3,065.60	3,192.80
			Monthly	6,141.20	6,392.53	6,642.13	6,917.73
			Annual	73,694.40	76,710.40	79,705.60	83,012.80
FACILITIES PAINTER I	M125	Classified	Hourly	32.24	33.55	34.90	36.36
			Bi-Weekly	2,579.20	2,684.00	2,792.00	2,908.80
			Monthly	5,588.27	5,815.33	6,049.33	6,302.40
			Annual	67,059.20	69,784.00	72,592.00	75,628.80
FACILITIES CARPENTER II	M120	Classified	Hourly	35.29	36.69	38.23	39.81
			Bi-Weekly	2,823.20	2,935.20	3,058.40	3,184.80
			Monthly	6,116.93	6,359.60	6,626.53	6,900.40
			Annual	73,403.20	76,315.20	79,518.40	82,804.80
FACILITIES CARPENTER I	M115	Classified	Hourly	32.11	33.43	34.80	36.21
			Bi-Weekly	2,568.80	2,674.40	2,784.00	2,896.80
			Monthly	5,565.73	5,794.53	6,032.00	6,276.40
			Annual	66,788.80	69,534.40	72,384.00	75,316.80
FACILITIES SERVICEWORKER II	M110	Classified	Hourly	27.29	28.38	29.53	30.58
			Bi-Weekly	2,183.20	2,270.40	2,362.40	2,446.40
			Monthly	4,730.27	4,919.20	5,118.53	5,300.53
			Annual	56,763.20	59,030.40	61,422.40	63,606.40
FACILITIES SERVICEWORKER I	M105	Classified	Hourly	24.81	25.80	26.85	27.80
			Bi-Weekly	1,984.80	2,064.00	2,148.00	2,224.00
			Monthly	4,300.40	4,472.00	4,654.00	4,818.67
			Annual	51,604.80	53,664.00	55,848.00	57,824.00
FLEET MANAGEMENT DIVISION							
FLEET MAINTENANCE MANAGER	H635	Classified	Hourly	54.78	57.50	60.38	66.58
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07
			Annual	113,942.40	119,600.00	125,590.40	131,892.80
SENIOR EQUIPMENT MECHANIC	M620	Classified	Hourly	38.81	40.63	42.69	44.91
			Bi-Weekly	3,104.80	3,250.40	3,415.20	3,592.80
			Monthly	6,727.07	7,042.53	7,399.60	7,784.40
			Annual	80,724.80	84,510.40	88,795.20	93,412.80
EQUIPMENT MECHANIC II	M615	Classified	Hourly	33.44	35.00	36.78	38.70
			Bi-Weekly	2,674.85	2,799.70	2,942.50	3,095.90
			Monthly	5,795.50	6,066.01	6,375.41	6,707.79
			Annual	69,546.05	72,792.10	76,504.90	80,493.50
EQUIPMENT MECHANIC I	M610	Classified	Hourly	30.44	31.97	33.61	35.26
			Bi-Weekly	2,434.94	2,557.34	2,688.72	2,820.91
			Monthly	5,275.71	5,540.91	5,825.56	6,111.98
			Annual	63,308.54	66,490.94	69,906.72	73,343.71
EQUIPMENT PARTS STOREKEEPER	M605	Classified	Hourly	28.36	29.88	31.30	32.90
			Bi-Weekly	2,268.80	2,390.40	2,504.00	2,632.00
			Monthly	4,915.73	5,179.20	5,425.33	5,702.67
			Annual	58,988.80	62,150.40	65,104.00	68,432.00
EQUIPMENT SERVICE ATTENDANT	M600	Classified	Hourly	26.18	27.20	28.33	29.29
			Bi-Weekly	2,094.40	2,176.00	2,266.40	2,343.20
			Monthly	4,537.87	4,714.67	4,910.53	5,076.93
			Annual	54,454.40	56,576.00	58,926.40	60,923.20

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LANDSCAPE MAINTENANCE DIVISION								
LANDSCAPE MAINTENANCE MANAGER	H615	Classified	Hourly	54.78	57.50	60.38	63.41	66.58
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80	5,326.40
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07	11,540.53
			Annual	113,942.40	119,600.00	125,590.40	131,892.80	138,486.40
GROUNDSKEEPER III	M215	Classified	Hourly	36.25	37.70	39.23	40.62	42.18
			Bi-Weekly	2,900.00	3,016.00	3,138.40	3,249.60	3,374.40
			Monthly	6,283.33	6,534.67	6,799.87	7,040.80	7,311.20
			Annual	75,400.00	78,416.00	81,598.40	84,489.60	87,734.40
GROUNDSKEEPER II	M210	Classified	Hourly	31.52	32.78	34.11	35.32	36.68
			Bi-Weekly	2,521.60	2,622.40	2,728.80	2,825.60	2,934.40
			Monthly	5,463.47	5,681.87	5,912.40	6,122.13	6,357.87
			Annual	65,561.60	68,182.40	70,948.80	73,465.60	76,294.40
GROUNDSKEEPER I	M205	Classified	Hourly	28.62	29.77	31.03	32.10	33.35
			Bi-Weekly	2,289.60	2,381.60	2,482.40	2,568.00	2,668.00
			Monthly	4,960.80	5,160.13	5,378.53	5,564.00	5,780.67
			Annual	59,529.60	61,921.60	64,542.40	66,768.00	69,368.00
TREE TRIMMER	M220	Classified	Hourly	33.06	34.37	35.77	37.05	38.49
			Bi-Weekly	2,644.80	2,749.60	2,861.60	2,964.00	3,079.20
			Monthly	5,730.40	5,957.47	6,200.13	6,422.00	6,671.60
			Annual	68,764.80	71,489.60	74,401.60	77,064.00	80,059.20
STREET MAINTENANCE DIVISION								
STREETS MAINTENANCE MANAGER	H625	Classified	Hourly	54.78	57.50	60.38	63.41	66.58
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80	5,326.40
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07	11,540.53
			Annual	113,942.40	119,600.00	125,590.40	131,892.80	138,486.40
SENIOR MAINTENANCE LEADER	M315	Classified	Hourly	37.00	38.43	40.02	41.42	43.02
			Bi-Weekly	2,960.00	3,074.40	3,201.60	3,313.60	3,441.60
			Monthly	6,413.33	6,661.20	6,936.80	7,179.47	7,456.80
			Annual	76,960.00	79,934.40	83,241.60	86,153.60	89,481.60
MAINTENANCE LEADER	M310	Classified	Hourly	32.17	33.42	34.80	36.03	37.41
			Bi-Weekly	2,573.60	2,673.60	2,784.00	2,882.40	2,992.80
			Monthly	5,576.13	5,792.80	6,032.00	6,245.20	6,484.40
			Annual	66,913.60	69,513.60	72,384.00	74,942.40	77,812.80
SWEEPER EQUIPMENT OPERATOR	M700	Classified	Hourly	31.72	32.78	34.10	35.56	36.96
			Bi-Weekly	2,537.60	2,622.40	2,728.00	2,844.80	2,956.80
			Monthly	5,498.13	5,681.87	5,910.67	6,163.73	6,406.40
			Annual	65,977.60	68,182.40	70,928.00	73,964.80	76,876.80
POLICE DEPARTMENT								
SWORN								
POLICE CAPTAIN	P300	Classified	Hourly	83.93	88.12	92.53	97.16	102.00
			Bi-Weekly	6,714.40	7,049.60	7,402.40	7,772.80	8,160.00
			Monthly	14,547.87	15,274.13	16,038.53	16,841.07	17,680.00
			Annual	174,574.40	183,289.60	192,462.40	202,092.80	212,160.00
POLICE LIEUTENANT	P215	Classified	Hourly				74.27	77.88
			Bi-Weekly				5,941.60	6,230.40
			Monthly				12,873.47	13,499.20
			Annual				154,481.60	161,990.40
POLICE SERGEANT	P210	Classified	Hourly			63.64	66.71	70.12
			Bi-Weekly			5,091.20	5,336.80	5,609.60
			Monthly			11,030.93	11,563.07	12,154.13
			Annual			132,371.20	138,756.80	145,849.60
POLICE OFFICER	P200	Classified	Hourly	46.74	48.97	51.35	53.83	56.39
			Bi-Weekly	3,739.20	3,917.60	4,108.00	4,306.40	4,511.20
			Monthly	8,101.60	8,488.13	8,900.67	9,330.53	9,774.27
			Annual	97,219.20	101,857.60	106,808.00	111,966.40	117,291.20
POLICE OFFICER TRAINEE	P100	Classified	Hourly	34.35	36.05			
			Bi-Weekly	2,748.00	2,884.00			
			Monthly	5,954.00	6,248.67			
			Annual	71,448.00	74,984.00			

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PROFESSIONAL STAFF								
PERSONNEL AND TRAINING ADMINISTRATOR	H450	Classified	Hourly	62.24	65.35	68.63	72.06	75.66
			Bi-Weekly	4,979.20	5,228.00	5,490.40	5,764.80	6,052.80
			Monthly	10,788.27	11,327.33	11,895.87	12,490.40	13,114.40
			Annual	129,459.20	135,928.00	142,750.40	149,884.80	157,372.80
PERSONNEL OPERATIONS SPECIALIST	H460	Classified	Hourly	37.37	38.91	40.43	41.95	43.63
			Bi-Weekly	2,989.60	3,112.80	3,234.40	3,356.00	3,490.40
			Monthly	6,477.47	6,744.40	7,007.87	7,271.33	7,562.53
			Annual	77,729.60	80,932.80	84,094.40	87,256.00	90,750.40
SENIOR CRIME AND INTELLIGENCE ANALYST	H406	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
CRIME AND INTELLIGENCE ANALYST	H405	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
POLICE PROGRAMS ANALYST	H400	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
SPECIAL OPERATIONS DIVISION								
CRIME PREVENTION SPECIALIST II	C671	Classified	Hourly	34.78	36.51	38.34	40.27	42.28
			Bi-Weekly	2,782.40	2,920.80	3,067.20	3,221.60	3,382.40
			Monthly	6,028.53	6,328.40	6,645.60	6,980.13	7,328.53
			Annual	72,342.40	75,940.80	79,747.20	83,761.60	87,942.40
CRIME PREVENTION SPECIALIST I	C670	Classified	Hourly	31.62	33.19	34.85	36.61	38.43
			Bi-Weekly	2,529.60	2,655.20	2,788.00	2,928.80	3,074.40
			Monthly	5,480.80	5,752.93	6,040.67	6,345.73	6,661.20
			Annual	65,769.60	69,035.20	72,488.00	76,148.80	79,934.40
RESERVE OFFICER COORDINATOR	H455	Classified	Hourly	54.57	57.30	60.16	63.07	66.29
			Bi-Weekly	4,365.60	4,584.00	4,812.80	5,045.60	5,303.20
			Monthly	9,458.80	9,932.00	10,427.73	10,932.13	11,490.27
			Annual	113,505.60	119,184.00	125,132.80	131,185.60	137,883.20
INVESTIGATION DIVISION								
YOUTH AND FAMILY SERVICES ADMINISTRATOR	H445	Classified	Hourly	62.24	65.35	68.63	72.06	75.66
			Bi-Weekly	4,979.20	5,228.00	5,490.40	5,764.80	6,052.80
			Monthly	10,788.27	11,327.33	11,895.87	12,490.40	13,114.40
			Annual	129,459.20	135,928.00	142,750.40	149,884.80	157,372.80
COUNSELING SUPERVISOR	H440	Classified	Hourly	47.04	49.40	51.86	54.45	57.18
			Bi-Weekly	3,763.20	3,952.00	4,148.80	4,356.00	4,574.40
			Monthly	8,153.60	8,562.67	8,989.07	9,438.00	9,911.20
			Annual	97,843.20	102,752.00	107,868.80	113,256.00	118,934.40
FAMILY COUNSELOR	T550	Classified	Hourly	38.04	39.92	41.93	43.84	46.14
			Bi-Weekly	3,043.20	3,193.60	3,354.40	3,507.20	3,691.20
			Monthly	6,593.60	6,919.47	7,267.87	7,598.93	7,997.60
			Annual	79,123.20	83,033.60	87,214.40	91,187.20	95,971.20
CERTIFIED LATENT PRINT EXAMINER	T560	Classified	Hourly	45.26	47.52	49.90	52.39	55.01
			Bi-Weekly	3,620.80	3,801.60	3,992.00	4,191.20	4,400.80
			Monthly	7,845.07	8,236.80	8,649.33	9,080.93	9,535.07
			Annual	94,140.80	98,841.60	103,792.00	108,971.20	114,420.80
SUPPORT SERVICES DIVISION								
OPERATIONS SUPPORT SERVICES MANAGER	U400	Classified	Hourly	71.88	75.48	80.02	84.03	88.21
			Bi-Weekly	5,750.40	6,038.40	6,401.60	6,722.40	7,056.80
			Monthly	12,459.20	13,083.20	13,870.13	14,565.20	15,289.73
			Annual	149,510.40	156,998.40	166,441.60	174,782.40	183,476.80
PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR	H415	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
PROPERTY AND EVIDENCE SUPERVISOR	H410	Classified	Hourly	36.80	38.65	40.58	42.59	44.72
			Bi-Weekly	2,944.00	3,092.00	3,246.40	3,407.20	3,577.60
			Monthly	6,378.67	6,699.33	7,033.87	7,382.27	7,751.47
			Annual	76,544.00	80,392.00	84,406.40	88,587.20	93,017.60
POLICE ID SPECIALIST	T555	Classified	Hourly	33.53	35.21	36.97	38.84	40.67
			Bi-Weekly	2,682.40	2,816.80	2,957.60	3,107.20	3,253.60
			Monthly	5,811.87	6,103.07	6,408.13	6,732.27	7,049.47
			Annual	69,742.40	73,236.80	76,897.60	80,787.20	84,593.60
CRIME SCENE TECHNICIAN	C685	Classified	Hourly	31.50	32.93	34.44	35.98	37.69
			Bi-Weekly	2,520.00	2,634.40	2,755.20	2,878.40	3,015.20
			Monthly	5,460.00	5,707.87	5,969.60	6,236.53	6,532.93
			Annual	65,520.00	68,494.40	71,635.20	74,838.40	78,395.20
PROPERTY TECHNICIAN	C665	Classified	Hourly	30.44	31.75	33.29	34.81	36.47
			Bi-Weekly	2,435.20	2,540.00	2,663.20	2,784.80	2,917.60
			Monthly	5,276.27	5,503.33	5,770.27	6,033.73	6,321.47
			Annual	63,315.20	66,040.00	69,243.20	72,404.80	75,857.60

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ANIMAL SERVICES ADMINISTRATOR	H430	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
SHELTER OPERATIONS SUPERVISOR	C621	Classified	Hourly	33.54	35.03	36.67	38.34	40.17
			Bi-Weekly	2,683.20	2,802.40	2,933.60	3,067.20	3,213.60
			Monthly	5,813.60	6,071.87	6,356.13	6,645.60	6,962.80
			Annual	69,763.20	72,862.40	76,273.60	79,747.20	83,553.60
ANIMAL CONTROL OFFICER	C610	Classified	Hourly	28.84	30.31	31.70	33.19	34.75
			Bi-Weekly	2,307.20	2,424.80	2,536.00	2,655.20	2,780.00
			Monthly	4,998.93	5,253.73	5,494.67	5,752.93	6,023.33
			Annual	59,987.20	63,044.80	65,936.00	69,035.20	72,280.00
ANIMAL CARE ATTENDANT	C600	Classified	Hourly	23.99	25.01	26.01	27.14	28.49
			Bi-Weekly	1,919.20	2,000.80	2,080.80	2,171.20	2,279.20
			Monthly	4,158.27	4,335.07	4,508.40	4,704.27	4,938.27
			Annual	49,899.20	52,020.80	54,100.80	56,451.20	59,259.20
SHELTER VOLUNTEER COORDINATOR	C607	Classified	Hourly	23.99	25.01	26.01	27.14	28.49
			Bi-Weekly	1,919.20	2,000.80	2,080.80	2,171.20	2,279.20
			Monthly	4,158.27	4,335.07	4,508.40	4,704.27	4,938.27
			Annual	49,899.20	52,020.80	54,100.80	56,451.20	59,259.20
COMMUNICATIONS ADMINISTRATOR	H435	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
COMMUNICATIONS SUPERVISOR	C645	Classified	Hourly	41.53	43.62	45.80	48.08	50.51
			Bi-Weekly	3,322.40	3,489.60	3,664.00	3,846.40	4,040.80
			Monthly	7,198.53	7,560.80	7,938.67	8,333.87	8,755.07
			Annual	86,382.40	90,729.60	95,264.00	100,006.40	105,060.80
COMMUNICATIONS OPERATOR	C635	Classified	Hourly	36.04	37.87	39.73	41.76	43.86
			Bi-Weekly	2,883.20	3,029.60	3,178.40	3,340.80	3,508.80
			Monthly	6,246.93	6,564.13	6,886.53	7,238.40	7,602.40
			Annual	74,963.20	78,769.60	82,638.40	86,860.80	91,228.80
CALL TAKER	C633	Classified	Hourly	29.99	31.46	33.05	34.71	36.44
			Bi-Weekly	2,399.20	2,516.80	2,644.00	2,776.80	2,915.20
			Monthly	5,198.27	5,453.07	5,728.67	6,016.40	6,316.27
			Annual	62,379.20	65,436.80	68,744.00	72,196.80	75,795.20
RECORDS ADMINISTRATOR	H425	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
RECORDS SUPERVISOR	C705	Classified	Hourly	36.05	37.85	39.74	41.73	43.82
			Bi-Weekly	2,884.00	3,028.00	3,179.20	3,338.40	3,505.60
			Monthly	6,248.67	6,560.67	6,888.27	7,233.20	7,595.47
			Annual	74,984.00	78,728.00	82,659.20	86,798.40	91,145.60
POLICE RECORDS CLERK II	C695	Classified	Hourly	28.03	29.15	30.31	31.65	33.20
			Bi-Weekly	2,242.40	2,332.00	2,424.80	2,532.00	2,656.00
			Monthly	4,858.53	5,052.67	5,253.73	5,486.00	5,754.67
			Annual	58,302.40	60,632.00	63,044.80	65,832.00	69,056.00
POLICE RECORDS CLERK I	C690	Classified	Hourly	24.64	25.92	27.30	28.65	30.19
			Bi-Weekly	1,971.20	2,073.60	2,184.00	2,292.00	2,415.20
			Monthly	4,270.93	4,492.80	4,732.00	4,966.00	5,232.93
			Annual	51,251.20	53,913.60	56,784.00	59,592.00	62,795.20
JAIL ADMINISTRATOR	H420	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
JAIL SUPERVISOR	C660	Classified	Hourly	34.98	36.44	38.20	39.98	41.90
			Bi-Weekly	2,798.40	2,915.20	3,056.00	3,198.40	3,352.00
			Monthly	6,063.20	6,316.27	6,621.33	6,929.87	7,262.67
			Annual	72,758.40	75,795.20	79,456.00	83,158.40	87,152.00
COMMUNITY SERVICE OFFICER	C650	Classified	Hourly	30.55	31.88	33.41	34.95	36.61
			Bi-Weekly	2,444.00	2,550.40	2,672.80	2,796.00	2,928.80
			Monthly	5,295.33	5,525.87	5,791.07	6,058.00	6,345.73
			Annual	63,544.00	66,310.40	69,492.80	72,696.00	76,148.80

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Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E	
PUBLIC WORKS & UTILITIES DEPARTMENT								
AIRPORT DIVISION SUMMARY								
AIRPORT MANAGER	H205	Classified	Hourly	61.75	64.82	68.06	71.46	75.04
			Bi-Weekly	4,940.00	5,185.60	5,444.80	5,716.80	6,003.20
			Monthly	10,703.33	11,235.47	11,797.07	12,386.40	13,006.93
			Annual	128,440.00	134,825.60	141,564.80	148,636.80	156,083.20
AIRPORT OPERATIONS SUPERVISOR	H200	Classified	Hourly	51.47	54.03	56.74	59.58	62.55
			Bi-Weekly	4,117.60	4,322.40	4,539.20	4,766.40	5,004.00
			Monthly	8,921.47	9,365.20	9,834.93	10,327.20	10,842.00
			Annual	107,057.60	112,382.40	118,019.20	123,926.40	130,104.00
AIRPORT BUSINESS SUPERVISOR	H198	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
AIRPORT OPERATIONS SPECIALIST	T270	Classified	Hourly	30.37	31.91	33.49	35.09	36.89
			Bi-Weekly	2,429.60	2,552.80	2,679.20	2,807.20	2,951.20
			Monthly	5,264.13	5,531.07	5,804.93	6,082.27	6,394.27
			Annual	63,169.60	66,372.80	69,659.20	72,987.20	76,731.20
SENIOR AIRPORT MAINTENANCE WORKER	M510	Classified	Hourly	33.66	34.90	36.29	37.78	39.29
			Bi-Weekly	2,692.80	2,792.00	2,903.20	3,022.40	3,143.20
			Monthly	5,834.40	6,049.33	6,290.27	6,548.53	6,810.27
			Annual	70,012.80	72,592.00	75,483.20	78,582.40	81,723.20
AIRPORT MAINTENANCE WORKER	M505	Classified	Hourly	31.52	32.78	34.10	35.32	36.68
			Bi-Weekly	2,521.60	2,622.40	2,728.00	2,825.60	2,934.40
			Monthly	5,463.47	5,681.87	5,910.67	6,122.13	6,357.87
			Annual	65,561.60	68,182.40	70,928.00	73,465.60	76,294.40
AIRPORT ATTENDANT	M500	Classified	Hourly	24.81	25.80	26.85	27.80	28.87
			Bi-Weekly	1,984.80	2,064.00	2,148.00	2,224.00	2,309.60
			Monthly	4,300.40	4,472.00	4,654.00	4,818.67	5,004.13
			Annual	51,604.80	53,664.00	55,848.00	57,824.00	60,049.60
ENGINEERING/TRANSPORTATION DIVISION								
REAL PROPERTY MANAGER	H225	Classified	Hourly	45.30	47.58	49.94	52.45	55.07
			Bi-Weekly	3,624.00	3,806.40	3,995.20	4,196.00	4,405.60
			Monthly	7,852.00	8,247.20	8,656.27	9,091.33	9,545.47
			Annual	94,224.00	98,966.40	103,875.20	109,096.00	114,545.60
REAL PROPERTY ASSOCIATE	T260	Classified	Hourly	40.22	42.32	44.45	46.61	48.90
			Bi-Weekly	3,217.60	3,385.60	3,556.00	3,728.80	3,912.00
			Monthly	6,971.47	7,335.47	7,704.67	8,079.07	8,476.00
			Annual	83,657.60	88,025.60	92,456.00	96,948.80	101,712.00
REAL PROPERTY ASSISTANT	T255	Classified	Hourly	34.28	35.99	37.71	39.59	41.58
			Bi-Weekly	2,742.40	2,879.20	3,016.80	3,167.20	3,326.40
			Monthly	5,941.87	6,238.27	6,536.40	6,862.27	7,207.20
			Annual	71,302.40	74,859.20	78,436.80	82,347.20	86,486.40
ENGINEERING TECHNICIAN	T200	Classified	Hourly	32.69	34.27	36.01	37.80	39.61
			Bi-Weekly	2,615.20	2,741.60	2,880.80	3,024.00	3,168.80
			Monthly	5,666.27	5,940.13	6,241.73	6,552.00	6,865.73
			Annual	67,995.20	71,281.60	74,900.80	78,624.00	82,388.80
SURVEY ENGINEER	H230	Classified	Hourly	53.02	55.67	58.46	61.38	64.44
			Bi-Weekly	4,241.60	4,453.60	4,676.80	4,910.40	5,155.20
			Monthly	9,190.13	9,649.47	10,133.07	10,639.20	11,169.60
			Annual	110,281.60	115,793.60	121,596.80	127,670.40	134,035.20
SURVEYOR	T265	Classified	Hourly	38.90	40.81	42.84	44.97	47.23
			Bi-Weekly	3,112.00	3,264.80	3,427.20	3,597.60	3,778.40
			Monthly	6,742.67	7,073.73	7,425.60	7,794.80	8,186.53
			Annual	80,912.00	84,884.80	89,107.20	93,537.60	98,238.40

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TRANSPORTATION MANAGER	H220	Classified	Hourly	67.97	71.38	74.95	78.70	82.62
			Bi-Weekly	5,437.60	5,710.40	5,996.00	6,296.00	6,609.60
			Monthly	11,781.47	12,372.53	12,991.33	13,641.33	14,320.80
			Annual	141,377.60	148,470.40	155,896.00	163,696.00	171,849.60
SENIOR TRANSPORTATION ENGINEER	H215	Classified	Hourly	58.96	61.91	65.00	68.25	71.66
			Bi-Weekly	4,716.80	4,952.80	5,200.00	5,460.00	5,732.80
			Monthly	10,219.73	10,731.07	11,266.67	11,830.00	12,421.07
			Annual	122,636.80	128,772.80	135,200.00	141,960.00	149,052.80
ASSOCIATE TRANSPORTATION ENGINEER	T240	Classified	Hourly	47.81	50.22	52.66	55.34	58.03
			Bi-Weekly	3,824.80	4,017.60	4,212.80	4,427.20	4,642.40
			Monthly	8,287.07	8,704.80	9,127.73	9,592.27	10,058.53
			Annual	99,444.80	104,457.60	109,532.80	115,107.20	120,702.40
ASSISTANT TRANSPORTATION ENGINEER	T235	Classified	Hourly	41.19	43.32	45.53	47.73	50.12
			Bi-Weekly	3,295.20	3,465.60	3,642.40	3,818.40	4,009.60
			Monthly	7,139.60	7,508.80	7,891.87	8,273.20	8,687.47
			Annual	85,675.20	90,105.60	94,702.40	99,278.40	104,249.60
SENIOR TRANSPORTATION PLANNER	H210	Classified	Hourly	49.75	52.23	54.85	57.59	60.47
			Bi-Weekly	3,980.00	4,178.40	4,388.00	4,607.20	4,837.60
			Monthly	8,623.33	9,053.20	9,507.33	9,982.27	10,481.47
			Annual	103,480.00	108,638.40	114,088.00	119,787.20	125,777.60
ASSOCIATE TRANSPORTATION PLANNER	T225	Classified	Hourly	44.43	46.61	48.92	51.44	53.90
			Bi-Weekly	3,554.40	3,728.80	3,913.60	4,115.20	4,312.00
			Monthly	7,701.20	8,079.07	8,479.47	8,916.27	9,342.67
			Annual	92,414.40	96,948.80	101,753.60	106,995.20	112,112.00
TRAFFIC SIGNAL TECHNICIAN	T220	Classified	Hourly	32.69	34.27	36.01	37.80	39.61
			Bi-Weekly	2,615.20	2,741.60	2,880.80	3,024.00	3,168.80
			Monthly	5,666.27	5,940.13	6,241.73	6,552.00	6,865.73
			Annual	67,995.20	71,281.60	74,900.80	78,624.00	82,388.80
SUPERVISING CONSTRUCTION INSPECTOR	H235	Classified	Hourly	52.42	55.04	57.79	60.69	63.72
			Bi-Weekly	4,193.60	4,403.20	4,623.20	4,855.20	5,097.60
			Monthly	9,086.13	9,540.27	10,016.93	10,519.60	11,044.80
			Annual	109,033.60	114,483.20	120,203.20	126,235.20	132,537.60
SENIOR CONSTRUCTION INSPECTOR	T250	Classified	Hourly	43.76	46.10	48.42	50.70	53.24
			Bi-Weekly	3,500.80	3,688.00	3,873.60	4,056.00	4,259.20
			Monthly	7,585.07	7,990.67	8,392.80	8,788.00	9,228.27
			Annual	91,020.80	95,888.00	100,713.60	105,456.00	110,739.20
CONSTRUCTION INSPECTOR	T245	Classified	Hourly	36.67	38.55	40.35	42.39	44.55
			Bi-Weekly	2,933.60	3,084.00	3,228.00	3,391.20	3,564.00
			Monthly	6,356.13	6,682.00	6,994.00	7,347.60	7,722.00
			Annual	76,273.60	80,184.00	83,928.00	88,171.20	92,664.00

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PUBLIC WORKS & UTILITIES DEPARTMENT (Cont'd)								
ADMINISTRATION								
ASSISTANT DIRECTOR OF PUBLIC WORKS-UTILITIES	U525	Classified	Hourly	77.08	80.94	84.99	89.24	93.71
			Bi-Weekly	6,166.40	6,475.20	6,799.20	7,139.20	7,496.80
			Monthly	13,360.53	14,029.60	14,731.60	15,468.27	16,243.07
			Annual	160,326.40	168,355.20	176,779.20	185,619.20	194,916.80
DEPUTY DIRECTOR OF PUBLIC WORKS	U510	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
WATER RESOURCES MANAGER	H875	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
UTILITIES ENGINEERING MANAGER	H880	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
SENIOR UTILITY SERVICE REPRESENTATIVE	M820	Classified	Hourly	35.71	37.47	39.26	41.28	43.30
			Bi-Weekly	2,856.80	2,997.60	3,140.80	3,302.40	3,464.00
			Monthly	6,189.73	6,494.80	6,805.07	7,155.20	7,505.33
			Annual	74,276.80	77,937.60	81,660.80	85,862.40	90,064.00
STOREKEEPER - EXPEDITER	M100	Classified	Hourly	29.62	30.84	32.00	33.22	34.48
			Bi-Weekly	2,369.60	2,467.20	2,560.00	2,657.60	2,758.40
			Monthly	5,134.13	5,345.60	5,546.67	5,758.13	5,976.53
			Annual	61,609.60	64,147.20	66,560.00	69,097.60	71,718.40
RECYCLING-SOLID WASTE								
SOLID WASTE PROGRAM MANAGER	H800	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
RECYCLING SPECIALIST	T800	Classified	Hourly	34.58	36.30	38.07	40.01	41.99
			Bi-Weekly	2,766.40	2,904.00	3,045.60	3,200.80	3,359.20
			Monthly	5,993.87	6,292.00	6,598.80	6,935.07	7,278.27
			Annual	71,926.40	75,504.00	79,185.60	83,220.80	87,339.20
SUSTAINABILITY SPECIALIST	T803	Classified	Hourly	37.16	39.01	40.96	43.01	45.16
			Bi-Weekly	2,972.80	3,120.80	3,276.80	3,440.80	3,612.80
			Monthly	6,441.07	6,761.73	7,099.73	7,455.07	7,827.73
			Annual	77,292.80	81,140.80	85,196.80	89,460.80	93,932.80
SUSTAINABILITY TECHNICIAN	T802	Classified	Hourly	33.78	35.46	37.23	39.08	41.05
			Bi-Weekly	2,702.40	2,836.80	2,978.40	3,126.40	3,284.00
			Monthly	5,855.20	6,146.40	6,453.20	6,773.87	7,115.33
			Annual	70,262.40	73,756.80	77,438.40	81,286.40	85,384.00
WATER POLLUTION CONTROL FACILITY (WPCF)								
WATER POLLUTION CONTROL FACILITY MANAGER	H870	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
WPCF OPERATIONS AND MAINTENANCE MANAGER	H865	Classified	Hourly	57.15	60.01	63.02	66.18	69.48
			Bi-Weekly	4,572.00	4,800.80	5,041.60	5,294.40	5,558.40
			Monthly	9,906.00	10,401.73	10,923.47	11,471.20	12,043.20
			Annual	118,872.00	124,820.80	131,081.60	137,654.40	144,518.40
WPCF MAINTENANCE SUPERVISOR	H860	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
WPCF OPERATIONS SUPERVISOR	H855	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
WPCF LEAD OPERATOR	M935	Classified	Hourly	42.27	43.96	45.68	47.49	49.42
			Bi-Weekly	3,381.60	3,516.80	3,654.40	3,799.20	3,953.60
			Monthly	7,326.80	7,619.73	7,917.87	8,231.60	8,566.13
			Annual	87,921.60	91,436.80	95,014.40	98,779.20	102,793.60
WPCF OPERATOR	M930	Classified	Hourly	37.17	38.65	40.20	41.76	43.46
			Bi-Weekly	2,973.60	3,092.00	3,216.00	3,340.80	3,476.80
			Monthly	6,442.80	6,699.33	6,968.00	7,238.40	7,533.07
			Annual	77,313.60	80,392.00	83,616.00	86,860.80	90,396.80
OPERATOR-IN-TRAINING	M925	Classified	Hourly	34.03	35.37	36.85	38.11	39.60
			Bi-Weekly	2,722.40	2,829.60	2,948.00	3,048.80	3,168.00
			Monthly	5,898.53	6,130.80	6,387.33	6,605.73	6,864.00
			Annual	70,782.40	73,569.60	76,648.00	79,268.80	82,368.00

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LAB SUPERVISOR	H850	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
CHEMIST	T807	Classified	Hourly	40.83	42.88	45.03	47.27	49.63
			Bi-Weekly	3,266.40	3,430.40	3,602.40	3,781.60	3,970.40
			Monthly	7,077.20	7,432.53	7,805.20	8,193.47	8,602.53
			Annual	84,926.40	89,190.40	93,662.40	98,321.60	103,230.40
LABORATORY TECHNICIAN	T805	Classified	Hourly	35.51	36.84	38.26	39.83	41.32
			Bi-Weekly	2,840.80	2,947.20	3,060.80	3,186.40	3,305.60
			Monthly	6,155.07	6,385.60	6,631.73	6,903.87	7,162.13
			Annual	73,860.80	76,627.20	79,580.80	82,846.40	85,945.60
WATER POLLUTION SOURCE CONTROL								
ENVIRONMENTAL SERVICES MANAGER	H805	Classified	Hourly	60.45	63.47	66.65	69.98	73.48
			Bi-Weekly	4,836.00	5,077.60	5,332.00	5,598.40	5,878.40
			Monthly	10,478.00	11,001.47	11,552.67	12,129.87	12,736.53
			Annual	125,736.00	132,017.60	138,632.00	145,558.40	152,838.40
WATER POLLUTION CONTROL ADMINISTRATOR	H845	Classified	Hourly	52.54	55.17	57.92	60.83	63.88
			Bi-Weekly	4,203.20	4,413.60	4,633.60	4,866.40	5,110.40
			Monthly	9,106.93	9,562.80	10,039.47	10,543.87	11,072.53
			Annual	109,283.20	114,753.60	120,473.60	126,526.40	132,870.40
SENIOR WATER POLLUTION SOURCE CONTROL INSPECTOR	T815	Classified	Hourly	40.60	42.71	44.85	46.98	49.37
			Bi-Weekly	3,248.00	3,416.80	3,588.00	3,758.40	3,949.60
			Monthly	7,037.33	7,403.07	7,774.00	8,143.20	8,557.47
			Annual	84,448.00	88,836.80	93,288.00	97,718.40	102,689.60
WATER POLLUTION SOURCE CONTROL INSPECTOR	T810	Classified	Hourly	36.90	38.82	40.59	42.68	44.80
			Bi-Weekly	2,952.00	3,105.60	3,247.20	3,414.40	3,584.00
			Monthly	6,396.00	6,728.80	7,035.60	7,397.87	7,765.33
			Annual	76,752.00	80,745.60	84,427.20	88,774.40	93,184.00
TECHNICAL INTERN	Z125	Classified	Hourly					15.81
			Bi-Weekly					1,264.80
			Monthly					2,740.40
			Annual					32,884.80
SENIOR WATER RESOURCES ENGINEER	H813	Classified	Hourly	58.40	61.31	64.39	67.60	70.97
			Bi-Weekly	4,672.00	4,904.80	5,151.20	5,408.00	5,677.60
			Monthly	10,122.67	10,627.07	11,160.93	11,717.33	12,301.47
			Annual	121,472.00	127,524.80	133,931.20	140,608.00	147,617.60
SENIOR UTILITIES ENGINEER	H810	Classified	Hourly	58.40	61.31	64.39	67.60	70.97
			Bi-Weekly	4,672.00	4,904.80	5,151.20	5,408.00	5,677.60
			Monthly	10,122.67	10,627.07	11,160.93	11,717.33	12,301.47
			Annual	121,472.00	127,524.80	133,931.20	140,608.00	147,617.60
SEWER COLLECTIONS & WATER DISTRIBUTION								
UTILITIES OPERATIONS AND MAINTENANCE MANAGER	H835	Classified	Hourly	64.51	67.72	71.10	74.66	78.39
			Bi-Weekly	5,160.80	5,417.60	5,688.00	5,972.80	6,271.20
			Monthly	11,181.73	11,738.13	12,324.00	12,941.07	13,587.60
			Annual	134,180.80	140,857.60	147,888.00	155,292.80	163,051.20
UTILITIES OPERATIONS AND MAINTENANCE SUPERVISOR	H830	Classified	Hourly	53.75	56.42	59.26	62.22	65.33
			Bi-Weekly	4,300.00	4,513.60	4,740.80	4,977.60	5,226.40
			Monthly	9,316.67	9,779.47	10,271.73	10,784.80	11,323.87
			Annual	111,800.00	117,353.60	123,260.80	129,417.60	135,886.40
UTILITIES FIELD SERVICES SUPERVISOR	H825	Classified	Hourly	53.75	56.42	59.26	62.22	65.33
			Bi-Weekly	4,300.00	4,513.60	4,740.80	4,977.60	5,226.40
			Monthly	9,316.67	9,779.47	10,271.73	10,784.80	11,323.87
			Annual	111,800.00	117,353.60	123,260.80	129,417.60	135,886.40
WASTEWATER COLLECTIONS SYSTEM SUPERVISOR	H823	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
WATER INSTALLATION AND MAINTENANCE SUPERVISOR	H815	Classified	Hourly	42.37	44.50	46.72	49.07	51.51
			Bi-Weekly	3,389.60	3,560.00	3,737.60	3,925.60	4,120.80
			Monthly	7,344.13	7,713.33	8,098.13	8,505.47	8,928.40
			Annual	88,129.60	92,560.00	97,177.60	102,065.60	107,140.80

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Classification Title	Job Code	Service Type		Step A	Step B	Step C	Step D	Step E
SENIOR UTILITY CUSTOMER SERVICE LEADER	M825	Classified	Hourly	37.59	38.89	40.42	42.10	43.80
			Bi-Weekly	3,007.20	3,111.20	3,233.60	3,368.00	3,504.00
			Monthly	6,515.60	6,740.93	7,006.13	7,297.33	7,592.00
			Annual	78,187.20	80,891.20	84,073.60	87,568.00	91,104.00
CROSS CONNECTION CONTROL SPECIALIST	M815	Classified	Hourly	32.68	33.82	35.15	36.61	38.09
			Bi-Weekly	2,614.40	2,705.60	2,812.00	2,928.80	3,047.20
			Monthly	5,664.53	5,862.13	6,092.67	6,345.73	6,602.27
			Annual	67,974.40	70,345.60	73,112.00	76,148.80	79,227.20
WATER METER MECHANIC	M810	Classified	Hourly	31.77	32.99	34.35	35.76	37.19
			Bi-Weekly	2,541.60	2,639.20	2,748.00	2,860.80	2,975.20
			Monthly	5,506.80	5,718.27	5,954.00	6,198.40	6,446.27
			Annual	66,081.60	68,619.20	71,448.00	74,380.80	77,355.20
WATER METER READER	M805	Classified	Hourly	28.40	29.52	30.72	31.84	33.12
			Bi-Weekly	2,272.00	2,361.60	2,457.60	2,547.20	2,649.60
			Monthly	4,922.67	5,116.80	5,324.80	5,518.93	5,740.80
			Annual	59,072.00	61,401.60	63,897.60	66,227.20	68,889.60
BACKFLOW/CROSS CONNECTION TESTER	M800	Classified	Hourly	27.47	28.78	30.12	31.58	33.12
			Bi-Weekly	2,197.60	2,302.40	2,409.60	2,526.40	2,649.60
			Monthly	4,761.47	4,988.53	5,220.80	5,473.87	5,740.80
			Annual	57,137.60	59,862.40	62,649.60	65,686.40	68,889.60
UTILITIES MAINTENANCE SUPERVISOR	H820	Classified	Hourly	48.73	51.16	53.71	56.41	59.23
			Bi-Weekly	3,898.40	4,092.80	4,296.80	4,512.80	4,738.40
			Monthly	8,446.53	8,867.73	9,309.73	9,777.73	10,266.53
			Annual	101,358.40	106,412.80	111,716.80	117,332.80	123,198.40
UTILITIES SERVICE WORKER	M900	Classified	Hourly	31.32	32.57	33.92	35.09	36.47
			Bi-Weekly	2,505.60	2,605.60	2,713.60	2,807.20	2,917.60
			Monthly	5,428.80	5,645.47	5,879.47	6,082.27	6,321.47
			Annual	65,145.60	67,745.60	70,553.60	72,987.20	75,857.60
GENERAL MAINTENANCE								
EQUIPMENT OPERATOR	M400	Classified	Hourly	31.67	32.83	34.13	35.52	36.96
			Bi-Weekly	2,533.60	2,626.40	2,730.40	2,841.60	2,956.80
			Monthly	5,489.47	5,690.53	5,915.87	6,156.80	6,406.40
			Annual	65,873.60	68,286.40	70,990.40	73,881.60	76,876.80
SENIOR UTILITY LEADER	M845	Classified	Hourly	39.62	41.21	42.92	44.41	46.12
			Bi-Weekly	3,169.60	3,296.80	3,433.60	3,552.80	3,689.60
			Monthly	6,867.47	7,143.07	7,439.47	7,697.73	7,994.13
			Annual	82,409.60	85,716.80	89,273.60	92,372.80	95,929.60
UTILITY LEADER	M840	Classified	Hourly	34.45	35.82	37.32	38.62	40.11
			Bi-Weekly	2,756.00	2,865.60	2,985.60	3,089.60	3,208.80
			Monthly	5,971.33	6,208.80	6,468.80	6,694.13	6,952.40
			Annual	71,656.00	74,505.60	77,625.60	80,329.60	83,428.80
UTILITY WORKER	M835	Classified	Hourly	31.32	32.57	33.92	35.09	36.47
			Bi-Weekly	2,505.60	2,605.60	2,713.60	2,807.20	2,917.60
			Monthly	5,428.80	5,645.47	5,879.47	6,082.27	6,321.47
			Annual	65,145.60	67,745.60	70,553.60	72,987.20	75,857.60
SENIOR UTILITY LEADER - SEWER	M920	Classified	Hourly	40.89	42.50	44.24	45.80	47.58
			Bi-Weekly	3,271.20	3,400.00	3,539.20	3,664.00	3,806.40
			Monthly	7,087.60	7,366.67	7,668.27	7,938.67	8,247.20
			Annual	85,051.20	88,400.00	92,019.20	95,264.00	98,966.40
UTILITY LEADER - SEWER	M915	Classified	Hourly	35.56	36.96	38.47	39.82	41.37
			Bi-Weekly	2,844.80	2,956.80	3,077.60	3,185.60	3,309.60
			Monthly	6,163.73	6,406.40	6,668.13	6,902.13	7,170.80
			Annual	73,964.80	76,876.80	80,017.60	82,825.60	86,049.60
UTILITY WORKER - SEWER	M910	Classified	Hourly	32.31	33.60	34.99	36.20	37.61
			Bi-Weekly	2,584.80	2,688.00	2,799.20	2,896.00	3,008.80
			Monthly	5,600.40	5,824.00	6,064.93	6,274.67	6,519.07
			Annual	67,204.80	69,888.00	72,779.20	75,296.00	78,228.80
UTILITIES MAINTENANCE MECHANIC	M415	Classified	Hourly	38.20	39.68	41.24	42.90	44.64
			Bi-Weekly	3,056.00	3,174.40	3,299.20	3,432.00	3,571.20
			Monthly	6,621.33	6,877.87	7,148.27	7,436.00	7,737.60
			Annual	79,456.00	82,534.40	85,779.20	89,232.00	92,851.20

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Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E
INFORMATION TECHNOLOGY DEPARTMENT							
INFORMATION SYSTEMS MANAGER	H565	Classified	Hourly	55.26	58.02	60.92	63.98
			Bi-Weekly	4,420.80	4,641.60	4,873.60	5,118.40
			Monthly	9,578.40	10,056.80	10,559.47	11,089.87
			Annual	114,940.80	120,681.60	126,713.60	133,078.40
INFORMATION TECHNOLOGY MANAGER	H566	Classified	Hourly	58.02	60.92	63.97	67.18
			Bi-Weekly	4,641.60	4,873.60	5,117.60	5,374.40
			Monthly	10,056.80	10,559.47	11,088.13	11,644.53
			Annual	120,681.60	126,713.60	133,057.60	139,734.40
DATA AND SYSTEMS COORDINATOR	H560	Classified	Hourly	49.73	52.21	54.83	57.57
			Bi-Weekly	3,978.40	4,176.80	4,386.40	4,605.60
			Monthly	8,619.87	9,049.73	9,503.87	9,978.80
			Annual	103,438.40	108,596.80	114,046.40	119,745.60
NETWORK SYSTEMS SPECIALIST	H555	Classified	Hourly	49.16	51.63	54.21	56.91
			Bi-Weekly	3,932.72	4,130.72	4,336.64	4,553.12
			Monthly	8,520.89	8,949.89	9,396.05	9,865.09
			Annual	102,250.72	107,398.72	112,752.64	118,381.12
GEOGRAPHIC INFO SYSTEMS COORDINATOR	T460	Classified	Hourly	48.45	50.87	53.29	55.97
			Bi-Weekly	3,876.00	4,069.60	4,263.20	4,477.60
			Monthly	8,398.00	8,817.47	9,236.93	9,701.47
			Annual	100,776.00	105,809.60	110,843.20	116,417.60
PROGRAMMER ANALYST	T455	Classified	Hourly	42.17	44.23	46.53	48.82
			Bi-Weekly	3,373.60	3,538.40	3,722.40	3,905.60
			Monthly	7,309.47	7,666.53	8,065.20	8,462.13
			Annual	87,713.60	91,998.40	96,782.40	101,545.60
WEB SPECIALIST	T450	Classified	Hourly	41.55	43.65	45.82	48.10
			Bi-Weekly	3,324.00	3,492.00	3,665.60	3,848.00
			Monthly	7,202.00	7,566.00	7,942.13	8,337.33
			Annual	86,424.00	90,792.00	95,305.60	100,048.00
INFORMATION TECHNOLOGY ANALYST II	T435	Classified	Hourly	42.15	44.25	46.46	48.79
			Bi-Weekly	3,372.00	3,540.00	3,716.80	3,903.20
			Monthly	7,306.00	7,670.00	8,053.07	8,456.93
			Annual	87,672.00	92,040.00	96,636.80	101,483.20
INFORMATION TECHNOLOGY ANALYST I	T430	Classified	Hourly	38.32	40.23	42.25	44.36
			Bi-Weekly	3,065.60	3,218.40	3,380.00	3,548.80
			Monthly	6,642.13	6,973.20	7,323.33	7,689.07
			Annual	79,705.60	83,678.40	87,880.00	92,268.80
TECHNOLOGY SOLUTIONS ANALYST II	T445	Classified	Hourly	42.15	44.25	46.46	48.79
			Bi-Weekly	3,372.00	3,540.00	3,716.80	3,903.20
			Monthly	7,306.00	7,670.00	8,053.07	8,456.93
			Annual	87,672.00	92,040.00	96,636.80	101,483.20
TECHNOLOGY SOLUTIONS ANALYST I	T440	Classified	Hourly	38.32	40.23	42.25	44.36
			Bi-Weekly	3,065.60	3,218.40	3,380.00	3,548.80
			Monthly	6,642.13	6,973.20	7,323.33	7,689.07
			Annual	79,705.60	83,678.40	87,880.00	92,268.80
GEOGRAPHIC INFO SYSTEM TECHNICIAN II	T465	Classified	Hourly	38.27	40.19	42.19	44.29
			Bi-Weekly	3,061.60	3,215.20	3,375.20	3,543.20
			Monthly	6,633.47	6,966.27	7,312.93	7,676.93
			Annual	79,601.60	83,595.20	87,755.20	92,123.20
GEOGRAPHIC INFO SYSTEM TECHNICIAN I	T464	Classified	Hourly	34.81	36.54	38.37	40.30
			Bi-Weekly	2,784.80	2,923.20	3,069.60	3,224.00
			Monthly	6,033.73	6,333.60	6,650.80	6,985.33
			Annual	72,404.80	76,003.20	79,809.60	83,824.00

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INFORMATION TECHNOLOGY TECHNICIAN II	T425	Classified	Hourly	38.27	40.19	42.19	44.29	46.54
			Bi-Weekly	3,061.60	3,215.20	3,375.20	3,543.20	3,723.20
			Monthly	6,633.47	6,966.27	7,312.93	7,676.93	8,066.93
			Annual	79,601.60	83,595.20	87,755.20	92,123.20	96,803.20
INFORMATION TECHNOLOGY TECHNICIAN I	T424	Classified	Hourly	34.81	36.54	38.37	40.30	42.31
			Bi-Weekly	2,784.80	2,923.20	3,069.60	3,224.00	3,384.80
			Monthly	6,033.73	6,333.60	6,650.80	6,985.33	7,333.73
			Annual	72,404.80	76,003.20	79,809.60	83,824.00	88,004.80
INFORMATION SYSTEMS SUPPORT TECHNICIAN	T415	Classified	Hourly	31.35	32.91	34.60	36.32	38.07
			Bi-Weekly	2,508.00	2,632.80	2,768.00	2,905.60	3,045.60
			Monthly	5,434.00	5,704.40	5,997.33	6,295.47	6,598.80
			Annual	65,208.00	68,452.80	71,968.00	75,545.60	79,185.60
DATA SYSTEMS OPERATOR	C450	Classified	Hourly	28.44	29.73	31.21	32.69	34.22
			Bi-Weekly	2,275.20	2,378.40	2,496.80	2,615.20	2,737.60
			Monthly	4,929.60	5,153.20	5,409.73	5,666.27	5,931.47
			Annual	59,155.20	61,838.40	64,916.80	67,995.20	71,177.60
AUDIO VIDEO SPECIALIST	T410	Classified	Hourly	29.87	31.33	32.94	34.56	36.21
			Bi-Weekly	2,389.60	2,506.40	2,635.20	2,764.80	2,896.80
			Monthly	5,177.47	5,430.53	5,709.60	5,990.40	6,276.40
			Annual	62,129.60	65,166.40	68,515.20	71,884.80	75,316.80
VIDEO ASSISTANT	T400	Classified	Hourly					16.40
			Bi-Weekly					1,312.00
			Monthly					2,842.67
			Annual					34,112.00
INFORMATION TECHNOLOGY INTERN	Z121	Classified	Hourly				15.82	20.00
			Bi-Weekly				1,265.60	1,600.00
			Monthly				2,742.13	3,466.67
			Annual				32,905.60	41,600.00

**CLASSIFICATION PLAN
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ATTACHMENT III
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Classification Title	Job Code	Service Type
CITY WIDE ADMINISTRATIVE/ANALYTICAL SUPPORT		
SENIOR MANAGEMENT ANALYST	H115	Classified
MANAGEMENT ANALYST II	H110	Classified
MANAGEMENT ANALYST I	H105	Classified
ADMINISTRATIVE SUPERVISOR	H120	Classified
ADMINISTRATIVE SECRETARY	C120	Classified
SENIOR SECRETARY	C115	Classified
SECRETARY	C110	Classified
ADMINISTRATIVE CLERK II	C105	Classified
ADMINISTRATIVE CLERK I	C100	Classified
ADMINISTRATIVE INTERN	Z120	Classified
MAIL CLERK	C410	Classified
CITY WIDE ENGINEERING		
SENIOR CIVIL ENGINEER	H240	Classified
ASSOCIATE CIVIL ENGINEER	T215	Classified
ASSISTANT CIVIL ENGINEER	T210	Classified
CITY WIDE MAINTENANCE		
ELECTRICIAN II	M410	Classified
ELECTRICIAN I	M405	Classified
MAINTENANCE WORKER	M305	Classified
LABORER	M905	Classified
CITY ATTORNEY DEPARTMENT		
SENIOR ASSISTANT CITY ATTORNEY	U215	Classified
ASSISTANT CITY ATTORNEY	U210	Classified
DEPUTY CITY ATTORNEY II	U205	Classified
DEPUTY CITY ATTORNEY I	U200	Classified
SENIOR PARALEGAL	U196	Classified
PARALEGAL	U195	Classified
LEGAL SECRETARY II	C935	Classified
LEGAL SECRETARY I	C930	Classified
CITY CLERK DEPARTMENT		
DEPUTY CITY CLERK	H500	Classified

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Classification Title	Job Code	Service Type
CITY MANAGER DEPARTMENT		
OFFICE OF THE CITY MANAGER		
GRAPHICS AND MEDIA RELATIONS TECHNICIAN	T300	Classified
DIGITAL APPLICATIONS DEVELOPER	T470	Classified
MANAGEMENT FELLOW	U300	Classified
COMMUNITY SERVICES		
COMMUNITY SERVICES MANAGER	H745	Classified
COMMUNITY PROGRAMS SPECIALIST	T705	Classified
SENIOR PROPERTY REHABILITATION SPECIALIST	T730	Classified
PROPERTY REHABILITATION SPECIALIST	T725	Classified
PARATRANSIT COORDINATOR	T715	Classified
EDUCATION SERVICES MANAGER	H760	Classified
EDUCATIONAL SERVICES COORDINATOR	T780	Classified
ECONOMIC DEVELOPMENT		
ECONOMIC DEVELOPMENT MANAGER	H710	Classified
ECONOMIC DEVELOPMENT SPECIALIST	T745	Classified
NEIGHBORHOOD PARTNERSHIP SERVICES		
NEIGHBORHOOD DEVELOPMENT MANAGER	H735	Classified
NEIGHBORHOOD PARTNERSHIP MANAGER	H730	Classified
HOUSING AUTHORITY		
HOUSING MANAGER	H715	Classified
HOUSING DEVELOPMENT SPECIALIST	T750	Classified
HOMEOWNERSHIP COORDINATOR	T710	Classified
DEVELOPMENT SERVICES DEPARTMENT		
DEVELOPMENT SERVICES ADMINISTRATION		
DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	U515	Classified
BUILDING DIVISION		
CITY BUILDING OFFICIAL	H335	Classified
SUPERVISING BUILDING INSPECTOR	H330	Classified
SENIOR BUILDING INSPECTOR/STRUCTURAL	T365	Classified

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SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL	T360	Classified
SENIOR BUILDING INSPECTOR/ELECTRICAL	T355	Classified
BUILDING INSPECTOR	T350	Classified
PLAN CHECKING ENGINEER	T335	Classified
SUPERVISING PLAN CHECKER AND EXPEDITOR	H325	Classified
SENIOR PLAN CHECKER	T330	Classified
PLAN CHECKER	T325	Classified
SUPERVISING PERMIT TECHNICIAN	H340	Classified
SENIOR PERMIT TECHNICIAN	C205	Classified
PERMIT TECHNICIAN II	C200	Classified
PERMIT TECHNICIAN I	C199	Classified
PLANNING DIVISION		
PLANNING MANAGER	H320	Classified
PRINCIPAL PLANNER	H315	Classified
SENIOR PLANNER	H310	Classified
ASSOCIATE PLANNER	T315	Classified
ASSISTANT PLANNER	T310	Classified
JUNIOR PLANNER	T305	Classified
DEVELOPMENT REVIEW SPECIALIST	T320	Classified
LANDSCAPE ARCHITECT	H300	Classified
ASSOCIATE LANDSCAPE ARCHITECT	T370	Classified
CODE ENFORCEMENT		
CODE ENFORCEMENT MANAGER	H703	Classified
CODE ENFORCEMENT SUPERVISOR	H700	Classified
SENIOR CODE ENFORCEMENT INSPECTOR	T610	Classified
CODE ENFORCEMENT INSPECTOR II	T605	Classified
CODE ENFORCEMENT INSPECTOR I	T600	Classified
FINANCE DEPARTMENT		
ADMINISTRATION DIVISION		
DEPUTY DIRECTOR OF FINANCE	U500	Classified
BUDGET OFFICER	H170	Classified
FINANCIAL ANALYST	H165	Classified
FINANCE TECHNICIAN	C320	Classified
ACCOUNTING DIVISION		

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ACCOUNTING MANAGER	H150	Classified
SENIOR ACCOUNTANT	H145	Classified
ACCOUNTANT	H140	Classified
SENIOR ACCOUNT CLERK	C305	Classified
ACCOUNT CLERK	C300	Classified
REVENUE DIVISION		
REVENUE MANAGER	H160	Classified
FINANCE SUPERVISOR	H155	Classified
SUPERVISING CUSTOMER ACCOUNT CLERK	C332	Classified
SENIOR CUSTOMER ACCOUNT CLERK	C330	Classified
CUSTOMER ACCOUNT CLERK	C325	Classified
PURCHASING DIVISION		
PURCHASING AND SERVICES MANAGER	H180	Classified
PURCHASING TECHNICIAN	C345	Classified
MAIL AND PURCHASING CLERK	C335	Classified
FIRE DEPARTMENT		
SWORN		
DEPUTY FIRE CHIEF (40 HR)	F600	Classified
FIRE MARSHAL (40 HR)	F400	Classified
FIRE TRAINING OFFICER (40 HR)	F420	Classified
BATTALION CHIEF (56 HR)	F410	Classified
BATTALION CHIEF (40 HR)	F415	Classified
STAFF FIRE CAPTAIN (40 HR)	F240	Classified
FIRE CAPTAIN (56 HR)	F245	Classified
FIRE CAPTAIN (40 HR)	F250	Classified
FIRE PREVENTION INSPECTOR (40 HR)	F220	Classified
FIRE PREVENTION INSPECTOR (56 HR)	F225	Classified
APPARATUS OPERATOR (56 HR)	F210	Classified
APPARATUS OPERATOR (40 HR)	F215	Classified
FIREFIGHTER (56 HR)	F200	Classified
FIREFIGHTER (40 HR)	F205	Classified
FIREFIGHTER TRAINEE (40 HR)	F100	Classified
PROFESSIONAL STAFF		
HAZARDOUS MATERIALS PROGRAM COORDINATOR	H590	Classified
FIRE PROTECTION ENGINEER	T510	Classified
EMERGENCY MEDICAL SERVICES COORDINATOR	H585	Classified

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ENVIRONMENTAL SPECIALIST	T505	Classified
HAZARDOUS MATERIALS INSPECTOR	T500	Classified
FIRE SERVICES SUPERVISOR	H580	Classified
SENIOR FIRE TECHNICIAN	C260	Classified
FIRE TECHNICIAN II	C255	Classified
FIRE TECHNICIAN I	C250	Classified
HUMAN RESOURCES DEPARTMENT		
DEPUTY DIRECTOR OF HUMAN RESOURCES	U520	Classified
HUMAN RESOURCES MANAGER	U135	Classified
SENIOR HUMAN RESOURCES ANALYST	U120	Classified
HUMAN RESOURCES ANALYST II	U115	Classified
HUMAN RESOURCES ANALYST I	U110	Classified
HUMAN RESOURCES TECHNICIAN	U100	Classified
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT	U105	Classified
LIBRARY SERVICES DEPARTMENT		
<i>LIBRARY SERVICES DIVISION</i>		
LIBRARY OPERATIONS MANAGER	H755	Classified
SUPERVISING LIBRARIAN I	H750	Classified
LIBRARIAN II	T795	Classified
LIBRARIAN I	T790	Classified
LEAD LIBRARY ASSISTANT	C520	Classified
SENIOR LIBRARY ASSISTANT	C515	Classified
LIBRARY ASSISTANT	C510	Classified
SENIOR LIBRARY PAGE	C505	Classified
LIBRARY PAGE	C500	Classified
LITERACY PROGRAM COORDINATOR	T785	Classified
LEAD PROGRAM ASSISTANT	C508	Classified
PROGRAM ASSISTANT	C506	Classified
MAINTENANCE SERVICES DEPARTMENT		
<i>FACILITIES MANAGEMENT</i>		
FACILITIES AND BUILDING MANAGER	H605	Classified
FACILITIES LEADWORKER	M135	Classified

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HVAC MECHANIC	M140	Classified
FACILITIES PAINTER II	M130	Classified
FACILITIES PAINTER I	M125	Classified
FACILITIES CARPENTER II	M120	Classified
FACILITIES CARPENTER I	M115	Classified
FACILITIES SERVICEWORKER II	M110	Classified
FACILITIES SERVICEWORKER I	M105	Classified
FLEET MANAGEMENT DIVISION		
FLEET MAINTENANCE MANAGER	H635	Classified
SENIOR EQUIPMENT MECHANIC	M620	Classified
EQUIPMENT MECHANIC II	M615	Classified
EQUIPMENT MECHANIC I	M610	Classified
EQUIPMENT PARTS STOREKEEPER	M605	Classified
EQUIPMENT SERVICE ATTENDANT	M600	Classified
LANDSCAPE MAINTENANCE DIVISION		
LANDSCAPE MAINTENANCE MANAGER	H615	Classified
GROUNDSKEEPER III	M215	Classified
GROUNDSKEEPER II	M210	Classified
GROUNDSKEEPER I	M205	Classified
TREE TRIMMER	M220	Classified
STREET MAINTENANCE DIVISION		
STREETS MAINTENANCE MANAGER	H625	Classified
SENIOR MAINTENANCE LEADER	M315	Classified
MAINTENANCE LEADER	M310	Classified
SWEEPER EQUIPMENT OPERATOR	M700	Classified
POLICE DEPARTMENT		
SWORN		
POLICE CAPTAIN	P300	Classified
POLICE LIEUTENANT	P215	Classified
POLICE SERGEANT	P210	Classified

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POLICE OFFICER	P200	Classified
POLICE OFFICER TRAINEE	P100	Classified
PROFESSIONAL STAFF		
PERSONNEL AND TRAINING ADMINISTRATOR	H450	Classified
PERSONNEL OPERATIONS SPECIALIST	H460	Classified
SENIOR CRIME AND INTELLIGENCE ANALYST	H405	Classified
CRIME AND INTELLIGENCE ANALYST	H455	Classified
POLICE PROGRAMS ANALYST	H400	Classified
SPECIAL OPERATIONS DIVISION		
CRIME PREVENTION SPECIALIST II	C671	Classified
CRIME PREVENTION SPECIALIST I	C670	Classified
RESERVE OFFICER COORDINATOR	H460	Classified
INVESTIGATION DIVISION		
YOUTH AND FAMILY SERVICES ADMINISTRATOR	H445	Classified
COUNSELING SUPERVISOR	H440	Classified
FAMILY COUNSELOR	T550	Classified
CERTIFIED LATENT PRINT EXAMINER	T560	Classified
SUPPORT SERVICES DIVISION		
OPERATIONS SUPPORT SERVICES MANAGER	U400	Classified
PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR	H415	Classified
PROPERTY AND EVIDENCE SUPERVISOR	H410	Classified
POLICE ID SPECIALIST	T555	Classified
CRIME SCENE TECHNICIAN	C685	Classified
PROPERTY TECHNICIAN	C665	Classified
ANIMAL SERVICES ADMINISTRATOR	H430	Classified
SHELTER OPERATIONS SUPERVISOR	C621	Classified
ANIMAL CONTROL OFFICER	C610	Classified
ANIMAL CARE ATTENDANT	C600	Classified
SHELTER VOLUNTEER COORDINATOR	C607	Classified
COMMUNICATIONS ADMINISTRATOR	H435	Classified
COMMUNICATIONS SUPERVISOR	C645	Classified
COMMUNICATIONS OPERATOR	C635	Classified
CALL TAKER	C633	Classified

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RECORDS ADMINISTRATOR	H425	Classified
RECORDS SUPERVISOR	C705	Classified
POLICE RECORDS CLERK II	C695	Classified
POLICE RECORDS CLERK I	C690	Classified
JAIL ADMINISTRATOR	H420	Classified
JAIL SUPERVISOR	C660	Classified
COMMUNITY SERVICE OFFICER	C650	Classified
TRANSPORTATION AND ENGINEERING DEPARTMENT		
AIRPORT DIVISION SUMMARY		
AIRPORT MANAGER	H205	Classified
AIRPORT OPERATIONS SUPERVISOR	H200	Classified
AIRPORT BUSINESS SUPERVISOR	H198	Classified
AIRPORT OPERATIONS SPECIALIST	T270	Classified
SENIOR AIRPORT MAINTENANCE WORKER	M510	Classified
AIRPORT MAINTENANCEWORKER	M505	Classified
AIRPORT ATTENDANT	M500	Classified
ENGINEERING/TRANSPORTATION DIVISION		
REAL PROPERTY MANAGER	H225	Classified
REAL PROPERTY ASSOCIATE	T260	Classified
REAL PROPERTY ASSISTANT	T255	Classified
ENGINEERING TECHNICIAN	T200	Classified
SURVEY ENGINEER	H230	Classified
SURVEYOR	T265	Classified
TRANSPORTATION MANAGER	H220	Classified
SENIOR TRANSPORTATION ENGINEER	H215	Classified
ASSOCIATE TRANSPORTATION ENGINEER	T240	Classified
ASSISTANT TRANSPORTATION ENGINEER	T235	Classified
SENIOR TRANSPORTATION PLANNER	H210	Classified
ASSOCIATE TRANSPORTATION PLANNER	T225	Classified
TRAFFIC SIGNAL TECHNICIAN	T220	Classified
SUPERVISING CONSTRUCTION INSPECTOR	H235	Classified
SENIOR CONSTRUCTION INSPECTOR	T250	Classified

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CONSTRUCTION INSPECTOR	T245	Classified
UTILITIES AND ENVIRONMENTAL SERVICES DEPARTMENT		
ADMINISTRATION DIVISION		
ASSISTANT DIRECTOR OF PUBLIC WORKS	U525	Classified
DEPUTY DIRECTOR OF PUBLIC WORKS	U510	Classified
WATER RESOURCES MANAGER	H875	Classified
UTILITIES ENGINEERING MANAGER	H880	Classified
SENIOR UTILITY SERVICE REPRESENTATIVE	M820	Classified
STOREKEEPER - EXPEDITER	M100	Classified
SOLID WASTE MANAGEMENT		
SOLID WASTE PROGRAM MANAGER	H800	Classified
RECYCLING SPECIALIST	T800	Classified
SUSTAINABILITY SPECIALIST	T802	Classified
WATER POLLUTION CONTROL FACILITY (WPCF)		
WATER POLLUTION CONTROL FACILITY MANAGER	H870	Classified
WPCF OPERATIONS AND MAINTENANCE MANAGER	H865	Classified
WPCF MAINTENANCE SUPERVISOR	H860	Classified
WPCF OPERATIONS SUPERVISOR	H855	Classified
WPCF LEAD OPERATOR	M935	Classified
WPCF OPERATOR	M930	Classified
OPERATOR-IN-TRAINING	M925	Classified
LAB SUPERVISOR	H850	Classified
CHEMIST	T807	Classified
LABORATORY TECHNICIAN	T805	Classified
WATER POLLUTION SOURCE CONTROL		
ENVIRONMENTAL SERVICES MANAGER	H805	Classified
WATER POLLUTION CONTROL ADMINISTRATOR	H845	Classified
SENIOR WATER POLLUTION SOURCE CONTROL INSPECTOR	T815	Classified
WATER POLLUTION SOURCE CONTROL INSPECTOR	T810	Classified
TECHNICAL INTERN	Z125	Classified
SENIOR WATER RESOURCES ENGINEER	H813	Classified
SENIOR UTILITIES ENGINEER	H810	Classified
WATER DISTRIBUTION		
UTILITIES OPERATIONS AND MAINTENANCE MANAGER	H835	Classified

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UTILITIES OPERATIONS AND MAINTENANCE SUPERVISOR	H830	Classified
UTILITIES FIELD SERVICES SUPERVISOR	H825	Classified
WASTEWATER COLLECTIONS SYSTEM SUPERVISOR	H823	Classified
WATER INSTALLATION AND MAINTENANCE SUPERVISOR	H815	Classified
SENIOR UTILITY CUSTOMER SERVICE LEADER	M825	Classified
CROSS CONNECTION CONTROL SPECIALIST	M815	Classified
WATER METER MECHANIC	M810	Classified
WATER METER READER	M805	Classified
BACKFLOW/CROSS CONNECTION TESTER	M800	Classified
UTILITIES MAINTENANCE SUPERVISOR	H850	Classified
UTILITIES SERVICE WORKER	M900	Classified
GENERAL MAINTENANCE		
EQUIPMENT OPERATOR	M400	Classified
MAINTENANCE WORKER	M305	Classified
SENIOR UTILITY LEADER	M845	Classified
UTILITY LEADER	M840	Classified
UTILITY WORKER	M835	Classified
SENIOR UTILITY LEADER - SEWER	M920	Classified
UTILITY LEADER - SEWER	M915	Classified
UTILITY WORKER - SEWER	M910	Classified
UTILITIES MAINTENANCE MECHANIC	M415	Classified
TECHNOLOGY SERVICES DEPARTMENT		
INFORMATION SYSTEMS MANAGER	H565	Classified
INFORMATION TECHNOLOGY MANAGER	H566	Classified
DATA AND SYSTEMS COORDINATOR	H560	Classified
NETWORK SYSTEMS SPECIALIST	H555	Classified
GEOGRAPHIC INFO SYSTEMS COORDINATOR	T460	Classified
PROGRAMMER ANALYST	T455	Classified
WEB SPECIALIST	T450	Classified
INFORMATION TECHNOLOGY ANALYST II	T435	Classified
INFORMATION TECHNOLOGY ANALYST I	T430	Classified

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TECHNOLOGY SOLUTIONS ANALYST II	T445	Classified
TECHNOLOGY SOLUTIONS ANALYST I	T440	Classified
GEOGRAPHIC INFO SYSTEM TECHNICIAN II	T465	Classified
GEOGRAPHIC INFO SYSTEM TECHNICIAN I	T470	Classified
INFORMATION TECHNOLOGY TECHNICIAN II	T425	Classified
INFORMATION TECHNOLOGY TECHNICIAN I	T475	Classified
INFORMATION SYSTEMS SUPPORT TECHNICIAN	T415	Classified
DATA SYSTEMS OPERATOR	C450	Classified
AUDIO VIDEO SPECIALIST	T410	Classified
VIDEO ASSISTANT	T400	Classified
INFORMATION TECHNOLOGY INTERN	Z121	Classified